

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSTRUCTION 36-2202**

3 FEBRUARY 2003

**14TH AIR FORCE
Supplement 1**

31 OCTOBER 2003

Personnel

**MISSION READY TRAINING, EVALUATION
AND STANDARDIZATION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: DOTT (Maj Harvey)
Supersedes AFSPCI36-2202, 2 Aug 99.

Certified by: DOT (Col Robert C. Keyser)
Pages: 80
Distribution: F

This instruction implements AFD 36-22, **Military Training**, and AFI 36-2201, **Developing, Managing, and Conducting Training**. AFMAN 36-2234, **Instructional System Development**, AFH 36-2235 Vol 1, **Information for Designers of Instructional Systems**, and AFMAN 36-2236, **Guide Book for Air Force Instructors**, are used to develop training and evaluation programs for mission ready duties. It defines roles, responsibilities, and minimum requirements for Combat Mission Ready (CMR) and Basic Mission Ready (BMR) training, evaluation and standardization programs. It applies to most 13SXX, 1C6XX, Department of Defense (DOD) civilian personnel, foreign nationals (as applicable by international agreement) and selected 1NXXX personnel assigned to Air Force Space Command operations duties (see **Attachment 2**, AFSPCI 10-1202, **Crew Force Management** for duty positions). This instruction also applies to Air Force Reserve and Air National Guard units performing AFSPC operations missions. Units/programs are not governed by this instruction until declaration of Initial Operational Capability. This instruction may be supplemented. All supplements to this instruction will be coordinated with and approved by HQ AFSPC/DOT before being published. Waivers and requests for clarification and guidance for this instruction should be forwarded through appropriate channels to HQ AFSPC/DOT. See **Attachment 1** for Terms, Definitions and Acronyms.

(14AF) The Office of Primary Responsibility (OPR) for this document is 14 AF Stan/Eval (OV). This document implements and extends the guidance of Air Force Space Command Instruction AFSPCI 36-2202, **Mission Ready Training, Evaluation and Standardization Programs**, dated 3 Feb 03. The supplement describes 14th Air Force (14 AF) procedures for use in conjunction with the basic AFSPCI. It contains further guidance on Policy and Responsibilities. It applies to all 14 AF subordinate units with mission ready personnel. This publication applies to AFSPC gained Air National Guard (ANG) units that are under 14th AF when published in the ANGIND2. It also applies to Air Force Reserve units performing AFSPC operational missions when published in AFRCIND2. Only portions of this document agreed upon

in the Combined Operations Agreement apply to RAF Fylingdales. For units with no mission ready personnel assigned, only **Chapter 5, New or Upgraded Systems Requirements**, and **Chapter 9 (Added), Standardization Evaluation Team (SET) Inspections/Staff Assistance Visits (SAV)** apply. Coordinate supplements to the basic instruction with 14 AF/OV and HQ AFSPC/XOT, and provide a copy of the official document to the 14 AF/OV, 747 Nebraska Ave, Ste B-109, Vandenberg AFB CA 93437-6268 upon publication. IAW AFI 33-360V1, **Publications Management Program** wings/groups will not supplement the 14 AF supplement. 14 AF/OV is the waiver authority for this 14 AF supplement and waivers will be granted on an individual and controlled basis. Requests must include the specific requirement, the reason a waiver is required and when the waiver will no longer be required. Waivers and requests for clarification and guidance for this instruction will be forwarded through appropriate channels to 14 AF/OV. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume2, **Content Management Program-Information Management Tool (CMP-IMT)**, affects this publication.

SUMMARY OF REVISIONS

This publication incorporates changes to error assessment listings, Monthly Recurring Training and certification requirements, Initial Qualification Training waivers, Subject Matter Expert (SME) guidance, and previously disseminated changes to current policy and guidance information. Additionally, this publication clarifies Training and Evaluation Performance Standards program guidance. A bar (|) indicates a paragraph revision from the previous edition. These changes require a review of this instruction in its entirety.

(14AF) This document is substantially revised and must be completely reviewed.

(14AF) It incorporates previous guidance and clarification issued since the supplement was last published. Changes provide guidance on the maintenance and use of Individual Qualification Folders (IQFs) and expand wings’ responsibilities in the Training and Evaluation Metrics Analysis Program (TEMAP). Information detailing all aspects of the SET inspection process has been updated and clarified. Additionally, an extensive revision of the 14 AF Form 6, **Corrective Action Worksheet (CAW)** has been completed along with the implementation of the new 14 AF Form 14, **Training Report (TR)**.

Chapter 1—REQUIREMENTS AND RESPONSIBILITIES	5
1.1. Requirements:	5
1.2. Responsibilities:	6
Chapter 2—TRAINING AND EVALUATION REQUIREMENTS	12
2.1. individual Qualification Folders.	12
2.1. (14AF)Individual Qualification Folders.	12
2.2. Deficiency Codes.	13
2.2. (14AF)Deficiency Codes.	13
2.3. Scenario Support Personnel.	13
2.3. (14AF)Scenario Support Personnel.	13
2.4. Documentation.	14

2.5. Stimuli List.	15
2.5. (14AF)Stimuli List.	15
2.6. (Added-14AF)BMR JPRL.	15
Chapter 3—TRAINING	16
3.1. Training Program Requirements:	16
3.2. Plan of Instruction (POI).	16
3.2. (14AF)Plan of Instruction (POI).	16
3.3. Qualification Training (QT).	16
3.4. Proficiency Training.	18
3.5. Instructor Training and Certification Program.	21
3.6. Knowledge Tests (KT).	23
3.7. Training Scenarios.	23
3.8. Training Scripts.	24
3.9. Training Scenario Conduct:	24
3.10. Training Scenario Termination.	25
3.11. Post-Training Scenario Actions:	26
3.12. Training Documentation:	26
Chapter 4—EVALUATION	28
4.1. Evaluation Program Requirements.	28
Table 4.1. Evaluation Requirements Matrix.	31
Chapter 5—NEW OR UPGRADE SYSTEM REQUIREMENTS	52
5.1. Requirements.	52
Chapter 6—COMMAND CHANGE PROCESS TO AETC COURSE CURRICULA	55
6.1. Change Process:	55
Chapter 7—PRESCRIBED FORMS	56
7.1. Forms Prescribed.	56
Chapter 8 (Added-14AF)—TRAINING EVALUATION METRICS ANALYSIS PROGRAM (TEMAP)	57
8.1. (Added-14AF)TEMAP.	57
8.2. (Added-14AF)TEMAP Responsibilities.	57

8.3. (Added-14AF)TEMAP Exposures.	57
8.4. (Added-14AF)TEMAP Deficiencies.	57
8.5. (Added-14AF)TEMAP Course of Action (COA)	57
8.6. (Added-14AF)TEMAP Report.	58
Chapter 9 (Added-14AF)—STANDARDIZATION EVALUATION TEAM (SET) INSPECTIONS/STAFF ASSISTANCE VISITS (SAV)	59
9.1. (Added-14AF)Standardization Evaluation Team (SET).	59
9.2. (Added-14AF)SET Ratings.	60
9.3. (Added-14AF)SET Scores.	61
9.4. (Added-14AF)SET Review Periods.	61
9.5. (Added-14AF)SET Inspection Results:	62
9.6. (Added-14AF)Staff Assistance Visits (SAV).	63
Attachment 1—GLOSSARY OF TERMS, ABBREVIATIONS AND ACRONYMS	65
Attachment 1 (14AF)—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	68
Attachment 2 (Added-14AF)—INSTRUCTIONS FOR COMPLETING THE 14 AF FORM 14, TRAINING REPORT (TR) (ADDED)	70
Attachment 3 (Added-14AF)—INSTRUCTIONS FOR COMPLETING THE 14 AF FORM 6, CORRECTIVE ACTION WORKSHEET (CAW) (ADDED)	73
Attachment 4 (Added-14AF)—TEMAP REPORT (EXAMPLE)	75
Attachment 5 (Added-14AF)—SCRIPT FORMAT (ADDED)	78

Chapter 1

REQUIREMENTS AND RESPONSIBILITIES

1.1. Requirements:

1.1.1. General. All personnel who perform CMR or BMR duties as prescribed in AFSPCI10-1202, ***Crew Force Management***, must have the required skills and knowledge to perform these duties. These skills and knowledge are obtained through a structured training program. The required skills and knowledge are measured by an evaluation, which is used to judge the effectiveness of training.

1.1.1.1. Individuals who are not certified CMR/BMR or are on restricted status will not perform duties involving operation of defense/weapon system hardware unless under supervision of a CMR instructor or evaluator who is proficient in the same applicable tasks.

1.1.1.2. Individuals who are BMR will not perform duties involving operation of weapon system hardware unless under supervision of a CMR crew member, who is proficient in the same tasks.

1.1.1.3. Units will ensure that at no time an individual, supervised or unsupervised, who does not have a medical clearance be allowed to interact with real world systems.

1.1.2. Certifications:

1.1.2.1. CMR Certification. Personnel assigned to CMR positions will become CMR and maintain proficiency IAQ AFSPCI10-1202. Personnel, who support the mission but who do not exercise command and control of an operational system, shall be governed by guidance in AFPD36-22, AFI36-2201, and the applicable Career Field Education and Training Plans (CFETP).

1.1.2.2. BMR Certification. Personnel assigned to BMR positions will become BMR and maintain proficiency IAW AFSPCI10-1202.

1.1.3. Standardization Requirements. Standardization across units, missions, and functional areas is done to gain efficiencies in processes, to increase combat capability, and to provide common products where possible.

1.1.3.1. AFSPCI36-2203 Vol I and II, ***Training and Evaluation Performance Standards (TEPS)***, and ***METER – Missile Emergency War Order (EWO) Training and Evaluation Requirements*** establish the minimum training and evaluation task performance standards and provide constraints for all performance scenarios.

1.1.3.2. As much as practical, design and implement programs to ensure procedures contained in technical orders, checklists, and operations manuals are standardized, accurate, and effective to fulfill mission accomplishment.

1.1.4. Standardization/Evaluation Team (SET) Visits. The Numbered Air Force (NAF) will conduct these visits. Coordinate visits with HQ AFSPC/IG to deconflict schedules.

1.1.4. (14AF) 14 AF/OV conducts Standardization Evaluation Team (SET) inspections and Staff Assistance Visits (SAVs). See **Chapter 9 (Added)** for further guidance.

1.1.4.1. NAF visits have an operational focus for mission capability, mission accomplishment and support for war-fighting missions. Ensure wings/groups standardization programs meet requirements of this instruction and NAF supplement.

1.1.4.2. Standardization visits conducted by groups focus on standardization among squadrons (and detachments) and, for geographically separated units (GSUs), 21 SW/DOC, and SPACEAF AOC, unit assigned instructors and evaluators. These visits assess the standardization and effectiveness of operations training and standardization/evaluation programs toward meeting operational mission goals.

1.1.4.2. (14AF) Operational Standardization Teams (OST) will assess 14 AF High Interest Item(s) (HIIs) during visits to squadrons.

1.1.4.2.1. (Added-14AF) Coordinate OST schedules with 14 AF/OV and HQ AFSPC/IGI.

1.1.5. Real World Performance. When a crew is performing crew duty (e.g., not under formal evaluation) and substandard performance is either observed or determined, the unit commander or operations officer shall determine corrective action(s), any follow-on training/evaluation requirements and any crew force management actions as required (see AFSPCI10-1202).

1.1.5.1. TEPS/METER and error definitions serve as tools or guides when determining corrective action and the individual's CMR, BMR or restricted status.

1.1.5.2. Do not document substandard real world performance (i.e. a deviation from established procedures) as an evaluation or an evaluation error. Instead document the action in a memorandum to the unit commander and place a copy in the member's Individual Qualification Folder. Do not assign a criticality to the deficiency; criticalities are used only for evaluation purposes.

1.1.5.2. (14AF) OGV/DOV will document all instances of real-world substandard performance.

1.1.5.3. If a certified evaluator determines the substandard performance would have resulted in an "Unqualified" rating during an evaluation, the crew member must be immediately relieved from operational duty, or supervised by a CMR instructor or evaluator who is proficient in the same task(s). The instructor/evaluator providing supervision will not be a member of the on-duty crew.

1.2. Responsibilities:

1.2.1. HQ AFSPC Directorate of Operations (DO):

1.2.1.1. Oversees management of MAJCOM training, evaluation, and standardization programs.

1.2.1.2. Establishes a MAJCOM office of primary responsibility to implement the programs outlined in this publication.

1.2.1.3. Establishes and implements policy, basic requirements, and guidance for operations training, evaluation, and standardization programs across all command mission areas.

1.2.1.4. Appoints a Training Plan Team (TPT) representative for all systems in acquisition or undergoing major modifications IAW AFPAM 36-2211, ***Guide for Management of Air Force Training Systems***. Ensures operations training requirements are provided to the TPT for inclusion in the applicable System Training Plan (STP).

1.2.1.5. Chairs TPTs for all operational systems and other systems as agreed to by HQ AFSPC/DO and HQ AFSPC Directorate of Requirements.

1.2.1.6. Provides training inputs to requirements documents for all acquisition programs and major system modifications.

1.2.1.7. Advocates operational requirements in command and industry standards working groups.

1.2.1.8. Determines equipment, manning and facilities required to support operations training and evaluation.

1.2.1.9. Ensures training systems are maintained concurrently with the system they support.

1.2.1.10. Participates in Utilization and Training Workshops to establish and maintain training requirements with Air Education and Training Command (AETC) IAW AFMAN 36-2245, ***Managing Career Field Education and Training***.

1.2.1.11. Reviews CFETP for space and missile operations Air Force Specialty Codes.

1.2.1.12. Determines fiscal year (FY) trained personnel requirements for formal AETC training courses and submits requirements to HQ USAF/XOSO.

1.2.1.13. Coordinates waiver requests for attendance at applicable AETC Initial Qualification Training (IQT) courses and forwards the request to HQ USAF/XOSO for approval/denial.

1.2.1.14. Coordinates and establishes formal change policy for IQT courses between AETC and AFSPC.

1.2.1.15. Monitors AETC training and evaluation programs that support the NAF's mission.

1.2.1.16. Ensures availability of funds for proper sustainment.

1.2.2. HQ AFSPC Directorate of Requirements (DR).

1.2.2.1. Ensures operations training, training systems and training funding requirements are incorporated into planning for and acquisition of new systems or major modifications.

1.2.2.2. Incorporates operations training requirements into requirements documents, STPs, TPT meetings, and other contract documents and reviews.

1.2.2.3. Ensures procedures to maintain training system currency are included in the planning process for new systems or major modifications.

1.2.2.4. Acts as command liaison between AFSPC and the system program office to ensure training requirements are adequately addressed.

1.2.2.5. Chairs TPTs for all systems in acquisition or undergoing major modification.

1.2.3. HQ AFSPC Directorate of Safety (SE):

1.2.3.1. Performs as a TPT member for all systems in acquisition or undergoing major modification that affect mission flight control operations.

1.2.3.2. Coordinates on waiver requests to this instruction which affect mission flight control operations.

1.2.4. HQ AFSPC Directorate of Plans (XP). Establishes operations training, and standardization and evaluation manpower authorizations in accordance with AFI 38-101, ***Air Force Organization***, and its supplements.

1.2.5. HQ AFSPC Inspector General (IG):

1.2.5.1. Assesses operational readiness and mission effectiveness of NAF and wings through Operational Readiness Inspections and Nuclear Surety Inspections.

1.2.5.2. Coordinates on all inspection schedules.

1.2.6. Numbered Air Force:

1.2.6.1. Ensures operational readiness of subordinate wings/Space Groups.

1.2.6.2. Recommends policy changes to HQ AFSPC/DOT.

1.2.6.3. Defines specific roles and responsibilities for wings, groups, squadrons, and detachments to implement the requirements of this instruction.

1.2.6.4. (Added-14AF) Provides personnel to support SET inspections, as requested.

1.2.7. NAF Standardization and Evaluation Office:

1.2.7.1. Establishes requirements for a standardized instructor and evaluator training program and ensures wings/groups implement the program.

1.2.7.2. Conducts visits to assess wing ability to meet mission requirements. NAF/CC or requesting Wing Commander will determine visit content.

1.2.7.3. Is the waiver authority for delinquency dates for CMR crew members within the wing. Delinquency dates exceeding 18 months require HQ AFSPC/DOT approval.

1.2.7.4. Ensures standardization of operations among wings where practical.

1.2.7.5. Monitors wing or group standardization and evaluation programs.

1.2.7.6. Provides guidance to subordinate units for error determination when the wing is unable to make a determination. Coordinates with HQ AFSPC/DOTT when assistance with error determination is needed. Provides HQ AFSPC/DOTT a copy of the question and guidance given to units within 30 working days.

1.2.7.7. Establishes Individual Qualification Folder (IQF) requirements.

1.2.7.8. Publishes initial, upgrade, and recurring evaluation task requirements for each type of evaluation for each applicable mission area in the NAF supplement to this instruction.

1.2.7.9. Publishes NAF specific error assessment examples for each applicable mission area in the NAF supplement to this instruction.

1.2.7.10. Provides assistance on problems affecting compliance with this instruction when resolution is beyond the scope of subordinate unit resources. Requests assistance or waivers from HQ AFSPC/DOT if the problem cannot be resolved. Coordinates guidance issues with HQ AFSPC/DOT on this instruction prior to providing clarification to the units.

1.2.7.11. (Added-14AF) Oversees NAF TEMAP process. See **Chapter 9 (Added)** for further guidance.

1.2.8. Space Wing (SW), Space Group (SG), Operations Group (OG), Space Operations Group (SOPG), and Operations Support Squadron (OSS):

1.2.8.1. Ensures standardization of operations procedures, training, and evaluation programs, wherever feasible, among subordinate groups/units. Training and evaluation responsibilities may

be delegated to subordinate units. (This delegation will be documented in a supplement to this instruction).

1.2.8.2. Reviews all new or changed publications for impacts on operations procedures, training and evaluation programs.

1.2.8.3. Ensures operational units establish an IQT graduate verification process (where applicable) and provide feedback to the appropriate NAF (20 AF) or 381 TRG training squadron within 60 days of arrival at the unit. Unit shall courtesy copy feedback to HQ AFSPC/DOTT.

1.2.8.3. (14AF) Operations Support Squadron (OSS) reviews completed Air Education and Training Command (AETC) performance surveys from unit training shops. Forwards copies of surveys requiring HHQ assistance to 14 AF/OV.

1.2.8.4. Ensures units support periodic AETC instructor orientation visits to enhance instructor proficiency and facilitate instructor cross-flow.

1.2.8.5. Sends requests for assistance or waiver requests for this instruction through their parent NAF.

1.2.8.6. Ensures evaluation and training materials comply with Instructional System Development (ISD) requirements and higher headquarters directives.

1.2.8.7. Assigns OSS/OSOT and unit training responsibilities. (Responsibilities will be documented in a supplement or Operating Instruction to this instruction.)

1.2.8.8. Maintains and documents IQF information. Groups may delegate IQF management responsibilities to subordinate units. (Responsibilities will be documented in a supplement or Operating Instruction to this instruction.)

1.2.8.8. (14AF) Consistent with associate active duty group's IQF delegated management practices, AFRC associate unit IQFs may be managed and maintained by host active duty units or host OG and OSS/OSOT as applicable.

1.2.8.9. (Added-14AF) Hosts SET inspections. Provides facilities, information, documentation, and assistance as required.

1.2.8.10. (Added-14AF) 21 SW Wing Operations Center (WOC): All references to CC or Operations Officer also apply to 21 SW WOC Director and Chief of Combat Operations, respectively.

1.2.9. Group Standardization and Evaluation Office (OGV):

1.2.9.1. Develops or ensures development of evaluation materials for CMR and BMR programs.

1.2.9.1. (14AF) Ensures subordinate squadrons with the same Combat Mission Ready (CMR) position(s) and similar missions standardize their Annual Plan of Evaluation (APOE) as much as possible. When developed at the unit level, OGV will approve the APOE.

1.2.9.2. Administers the initial and recurring evaluator training and certification programs for operational evaluators. (Unit Stan/Eval performs this function at GSUs and SPACEAF AOC.)

1.2.9.3. Conducts visits to operational organizations for the purpose of evaluation program and operations standardization.

1.2.9.3. (14AF) 14 AF/OV personnel will not be subject to evaluations or testing associated with group OST visits. 14 AF/OV personnel who are evaluator certified at units will follow all wing

requirements to be CMR evaluators, including the wing evaluator certification program and recurring training.

1.2.9.4. Ensures standardization of evaluation practices among group/squadron CMR evaluators.

1.2.9.4. (14AF) Implements a cross-feed process to standardize CMR evaluation methods between units with similar missions.

1.2.9.5. Conducts evaluations required by this instruction. (Unit Stan/Eval performs this function at GSUs, 21 SW/DOC, and SPACEAF AOC.)

1.2.9.5. (14AF) Conducts required evaluations/observations of 14 AF/OV evaluators attached to subordinate units for the purpose of maintaining their CMR/BMR status. (Unit Stan/Eval performs this function at Geographically Separated Units (GSUs), 21 SW/DOC and Space Air and Space Operations Center (AOC.))

1.2.9.6. Ensures standardization of operations procedures and evaluation programs, wherever practical, among group units.

1.2.9.7. Reviews all new or changed publications for impacts on standardization and evaluation programs.

1.2.9.8. (Added-14AF) Serves as point of contact and coordinates SET inspection activities within the wing.

1.2.9.9. (Added-14AF) All references to OGV apply to 310 SG/DOV when applicable. 310 SG/DOV provides associate OGVs with stan/eval guidance regarding AFRC and 10th AF issues for 310 SG reservists who are CMR/BMR within active duty operational units/groups. Active duty OGVs are responsible for ensuring associate 310 SG personnel achieve and maintain CMR/BMR status. The Chief of 310 SG/DOV will be CMR and maintain evaluator certification.

1.2.10. OSS Operations Training Office (OSOT):

1.2.10.1. Develops or ensures development of training materials for CMR or BMR programs. (614 SOPS performs this function for the SPACEAF AOC.)

1.2.10.1. (14AF) Ensures subordinate squadrons with the same CMR position(s) and similar missions standardize their Annual Plan of Instruction (APOI) as much as possible. When developed at the unit level, OSS/OSOT will approve the APOI.

1.2.10.2. Administers the initial and recurring instructor training and certification programs for all operational instructors. (Unit Training performs this function at GSUs, 21 SW/DOC, and SPACEAF AOC.) Recommends certification, decertification, restriction and removal from restriction for operational instructors and recommend appointment to unit commander. (Unit Training performs this function at GSUs, 21 SW/DOC, and SPACEAF AOC.)

1.2.10.3. Conducts visits to operational squadrons and detachments for the purpose of training program standardization.

1.2.10.4. Ensures standardization of training practices and instructor proficiency among group/squadron CMR instructors.

1.2.10.4. (14AF) Implements a cross-feed process to standardize CMR training methods between units with similar missions.

1.2.10.5. Conducts or ensures unit DOUTs conduct training required by this instruction. (Unit Training performs this function at GSUs, 21 SW/DOC, and SPACEAF AOC.)

1.2.10.5. (14AF) Conducts training of 14 AF/OV evaluators attached to subordinate units for the purpose of maintaining their CMR/BMR status. (Unit Training performs this function at GSUs, 21 SW/DOC and Space AOC.)

1.2.10.6. Ensures standardization of training wherever practical, among group units.

1.2.10.7. Reviews all new or changed publications for impacts on operations training programs. Ensures appropriate change request are submitted to update Initial Qualification Training courses.

1.2.10.8. Develops wing mission ready training policies/guidelines and ensures compliance.

1.2.10.9. (Added-14AF) Ensures updated or revised operational procedures and applicable program materials (e.g., checklists, job aids, Operating Instructions (OIs), Supplemental Training (ST) material, etc.) are provided to the appropriate 381 TRG squadron within 30 calendar days of receipt from the unit, as applicable.

1.2.10.10. (Added-14AF) All references to OSOT apply to 310 SG reserve associate squadron DOTs when applicable. 310 SG/DOT provides associate DOTs with training guidance regarding AFRC and 10th AF issues for 310 SG reservists who are CMR/BMR within active duty operational units/groups. 310 SG/DOT conducts ancillary training for 310 SG reservists. Reserve associate unit DOT Chiefs will be CMR and maintain instructor certification. 310 SG/DOT is not required to be instructor certified or maintain CMR/BMR status.

1.2.11. Operational Squadron/Detachment:

1.2.11.1. Implements standardization of operations procedures and evaluation/training programs where practical.

1.2.11.2. Conducts training and evaluations required by this instruction and as directed by the NAF, SW, SG, OG, SOPG, or OSS.

1.2.11.2.1. (Added-14AF) For GSUs where training has been delegated to a unit with a corresponding Initial Qualification Training (IQT) program, develops and conducts an IQT graduate verification process and provides feedback to the appropriate 381 TRG squadron within 30 calendar days of an individual's CMR certification. Provides a courtesy copy of the feedback to the OSS Operations Training Office (OSOT). Ensures updated or revised operational procedures and applicable program materials (e.g., checklists, job aids, OIs, ST, material, etc.) are provided to OSOT within 30 calendar days of implementation.

1.2.11.3. Commander or Operations Officer Responsibilities:

1.2.11.3.1. Directs or requests recurring or special evaluations to check individual or crew proficiency.

1.2.11.3.2. Determines corrective action or training, and any follow-on evaluation requirements for each evaluation.

1.2.11.3.3. Determines corrective action or training, any follow-on evaluation requirements, and any crew force management actions for substandard performance while not under evaluation.

Chapter 2

TRAINING AND EVALUATION REQUIREMENTS

2.1. individual Qualification Folders. Maintain an IQF for all CMR and BMR personnel. At a minimum, this folder will include individual training and evaluation documentation. IQFs for 1C6XX personnel may include other information as prescribed in AFI36-2201 and AFI13-109 Vol 1.

2.1. (14AF) Individual Qualification Folders. Units will maintain IQFs in six-part folders. If the organizational structure is such that a single folder cannot be efficiently used, units may use more than one six-part folder for each individual. In all cases, use the format specified in the following paragraphs. Before the permanent change of station (PCS) of an individual, return all documents to a single IQF. (Space AOC) Training may use two separate IQFs for individuals in the Sensor Command and Control Operator (SCCO) position. One folder for the SCCO position governed by this supplement, the other folder for their position governed by AFI 13-1 AOC Vol 1, Ground Environment Training--Air Operations Center and AFI 13-1 AOC Vol 3, Operational Procedures—Aerospace Operations Center.

2.1.1. (Added-14AF) Maintain only one set of records regardless of how many folders comprise an individual's IQF. At all organizational levels that maintain IQFs, the training and stan/eval elements are jointly responsible for the quality control of the IQFs. Division trainers/certifiers will be responsible for maintaining IQFs at the Space AOC.

2.1.2. (Added-14AF) If an individual's IQF is maintained in more than one folder, folders may be maintained in separate locations.

2.1.3. (Added-14AF) Contents of IQF. Divide the IQFs into six sections:

2.1.3.1. (Added-14AF) Section 1 - AFSPC Form 91, **Individual's Record of Duties and Qualification**, AFSPC Form 91A, **Record of Signatures, and Memoranda for Record (MFR)**. Place AFSPC Form(s) 91 on top with the AFSPC Form 91A directly underneath. Post MFRs in reverse chronological order (most recent on top) beneath the AFSPC Form(s) 91A. Document situations found in the IQF that cannot be corrected or require further explanation on an MFR. If AFSPC Form 91s are electronically maintained, only the Form 91A must be maintained in section 1.

2.1.3.2. (Added-14AF) Section 2 - Training Reports. Includes training performance comments documented on the 14 AF Form 14. File in reverse chronological order (most recent on top).

2.1.3.3. (Added-14AF) Section 3 – Corrective Action Worksheets. Includes evaluation performance comments and corrective actions documented on the 14 AF Form 6. File in reverse chronological order (most recent on top).

2.1.3.4. (Added-14AF) Section 4 - Miscellaneous. Includes materials other than those listed in the preceding and following paragraphs, as determined by the unit (e.g., Individual Training Plans).

2.1.3.5. (Added-14AF) Section 5 - Instructor/Evaluator Certification Documentation. Includes checklists, instructor/evaluator Initial Plan of Instruction (IPOIs), instructor/evaluator training documentation, and annual observation material. Post documents in reverse chronological order (most recent on top).

2.1.3.6. (Added-14AF) Section 6 - CMR Training Task Certification. This section includes the training documentation used to annotate CMR task certification (e.g., IPOI). For grades AB to

TSgt, place either the Career Field Education Training Plans (CFETP) in this section or an Optional Form 21 to show the disposition (maintained location).

2.1.4. (Added-14AF) Individual Qualification Folders (IQFs) Instructions for IQF documentation:

2.1.4.1. (Added-14AF) 14 AF Form 14. Use to document performance scenarios given as part of Unit Qualification Training (UQT), Upgrade Training, Recurring Training (RT), Individual Training (IT), and ST. See [Attachment 2 \(Added\)](#) for instructions on completing the Training Report.

2.1.4.2. (Added-14AF) 14 AF Form 6. Use to document evaluation scenarios given as Initial, Upgrade, Recurring or Special CMR evaluations. Also use to document one-time BMR Observations. See [Attachment 3 \(Added\)](#) for instructions on completing the CAW.

2.2. Deficiency Codes. Use the following Deficiency Codes to describe why a trainee/evaluatee committed a deviation/error.

2.2. (14AF) Deficiency Codes. Additionally, use deficiency codes when compiling the TEMAP report (see [Attachment 4 \(Added\)](#)).

2.2.1. DC01-Lack of Knowledge. Did not know or unable to discern requirement. May be indicated by failure to accomplish a required task/subtask or accomplishing an incorrect task/subtask.

2.2.2. DC02-Lack of Proficiency. Knew the requirement, but experienced difficulty because of a skill, ability, or expertise deficiency. May be indicated by failure to meet Level A time standards.

2.2.3. DC03-Lack of Association. Did not associate the impact of various status. Could not correlate information.

2.2.4. DC04-Lack of Discipline. Inattention to detail, for example, skipped steps, misread clock, or did not detect status. May be indicated by poor checklist discipline.

2.2.5. DC05-Other. Any identifiable deficiency not otherwise listed. If this code is used, a complete description of the cause of the deficiency must be included in the remarks.

2.2.6. DC06-Faulty Prioritization. Accomplished task/subtask, but unnecessarily delayed a relatively more urgent task/subtask.

2.2.7. DC07-Inadequate Crew Coordination. May be indicated when one crew member had incomplete status, or when the error was attributed to inadequate use of demand-response techniques.

2.3. Scenario Support Personnel. In addition to instructors and evaluators, those who participate in presenting a training scenario or evaluation are considered scenario support personnel. These may include the following sim switch, missile procedures trainer operator, trusted agents and other personnel necessary to ensure proper scenario presentation.

2.3. (14AF) Scenario Support Personnel. Crewmembers who support an evaluation, but are not evaluatees, are considered evaluation augmentees (see [paragraph 4.1.9.10.1. \(Added\)](#)).

2.3.1. Use scenario support personnel to simulate external and internal agencies, and receive and pass event responses, as required.

2.3.2. Scenario Support Personnel Pre-Brief. Instructors/Evaluators will conduct a pre-brief to ensure scenario support personnel clearly understand the rules of engagement. Include the following items in the pre-brief.

2.3.2.1. Script inputs and expected responses. These responses should be realistic and follow the responses expected from actual agencies.

2.3.2.2. Avoid prompting. Do not provide more information than what normally would be available. This information will always be consistent with technical orders, operations manuals, HHQ instructions, and the information specified by the script.

2.3.2.3. Coordinate inputs and expected responses with instructors/evaluators.

2.3.2.4. If during the scenario, support personnel are not sure what response is needed, refer the trainee/evaluatee to the instructor/evaluator or ask the instructor/evaluator for guidance.

2.3.2.5. Comply with local safety policy.

2.4. Documentation. Use of the AFSPC Form 91, *Individual's Record of Duties and Qualification*, and AFSPC Form 91A, *Record of Signatures*, are mandatory. Use the AFSPC Form 91 to document the individual's entire history while assigned to a CMR or BMR duty position (can be electronic). The AFSPC Form 91A will be used to record all required signatures. The AFSPC Form 91A will relate signatures back to entries on the AFSPC Form 91. No other form will be used to record duty history items listed below or required signatures. Provide AFSPC Form 91 and Form 91A to individuals upon permanent change of station (PCS). As a minimum, document the following information:

2.4.1. Arrival/Departure from unit.

2.4.2. Entry into CMR or BMR Unit Qualification Training (UQT).

2.4.2. (14AF) Include entry into requalification training (RQT) and Upgrade Training.

2.4.3. Certification(s) with required signature(s) (e.g. CMR, BMR, instructor, evaluator, EWO, PRP, codes, etc.) and decertifications. Include reason for decertification entries.

2.4.4. Placement in and removal from restricted status (CMR or BMR and instructor/evaluator).

2.4.5. Evaluation/Observation results.

2.4.6. Instructor/Evaluator annual observation.

2.4.7. (Added-14AF) CMR/BMR and Instructor/Evaluator Recurring Training (IRT/ERT). Annotate CMR/BMR RT on the AFSPC Form 91, including performance scenarios, classroom training, knowledge tests, and self-study as required. Instructor and evaluator RT are also annotated on AFSPC Form 91. If an individual is CMR in more than one position, specify what position the RT applies to. When training occurs in multiple phases, document the date when the last phase was completed.

2.4.8. (Added-14AF) Individual Training (IT): IT completion date will be documented on the Form 91. Any performance scenarios associated with IT will be documented on the 14 AF Form 14. Groups/units will develop a system to assist in tracking IT. For example, an IT binder may be created and tracking numbers assigned to each IT given.

2.4.9. (Added-14AF) Supplemental Training (ST). ST completion date will be documented on the Form 91. Identify the ST number, subject and position(s) for which ST occurred (e.g., ST 02-01, Operations Capability (OPSCAP) reporting procedures for Crew Commander). Any performance scenarios associated with ST will be documented on the 14 AF Form 14. Groups/units will develop a system to assist in tracking ST. For example, an ST binder may be created and tracking numbers assigned to each ST given.

2.5. Stimuli List. For units that do not have approved Technical Orders (T.O.s), the training/evaluation sections will develop and maintain a stimuli list to document entering arguments, called stimuli, for each task/subtask. These stimuli are agreed upon by the training and evaluation offices to assist in standardization of performance scenario presentation.

2.5. (14AF) Stimuli List. Develop a stimuli list for use in developing training and evaluation materials. Stimuli lists may be derived from paragraph/sub-paragraph headers contained in **Chapter 2** of the system Technical Order (TO). The format and level of detail are left up to the units.

2.6. (Added-14AF) BMR JPRL. Each unit with its own JPRL listed in AFSPCI 36-2203V1, 14 AF Training And Evaluation Performance Standards (TEPS) will develop a BMR JPRL (where applicable) and forward it through the parent OGV to 14 AF/OV for approval. This list will be used to create all training/observation materials for the BMR program at the unit.

Chapter 3

TRAINING

3.1. Training Program Requirements: Training programs, practices, and operations procedures (for example: training scenarios, operating instructions, procedure techniques, etc., this list is not all-inclusive) will be standardized with evaluation programs as much as practical.

3.1.1. General:

3.1.1.1. Training programs must be designed and implemented using performance standards to:

3.1.1.1.1. Provide and maintain the essential skills, knowledge, and motivation required for mission accomplishment.

3.1.1.1.2. Instruct personnel on new or revised procedures and equipment.

3.1.1.1.3. Provide feedback for improvement.

3.1.1.1.4. Correct identified deficiencies.

3.1.2. Only certified instructors or instructor trainees under direct supervision of a certified instructor may conduct operations training. Certified instructors will document operations training.

3.1.2. (14AF) Any training conducted by a decertified instructor, an unsupervised instructor trainee or an instructor restricted for proficiency or failure to receive IRT or an annual observation, is invalid and must be reaccomplished. Any training conducted on a real-world system by an instructor restricted due to medical reasons or non-performance of shifts, even if they maintained currency (received RT) in the system, must be reaccomplished.

3.1.3. Instructors must be trained, evaluated, and maintain currency in the task(s)/subtasks(s) they instruct.

3.1.4. (Added-14AF) The 614 SOPS Chief of Training will be certified as an instructor utilizing guidance contained in AFI 13-1 AOC Vol 1.

3.1.5. (Added-14AF) A person may certify as both an instructor and evaluator, except the Chief of Training (OSOT/DOUT). When an instructor is also certified as an evaluator, they will not conduct a follow-on evaluation for any ST, IT, RQT, Upgrade Training or UQT that they provided. An instructor may provide RT and an evaluation to the same person(s).

3.2. Plan of Instruction (POI). Units will design a POI to guide training. POIs can be as simple as a syllabus of day-to-day events or as complex as using Lesson Plans and Student Study Guides. The POI is a training guide outlining how the training program is applied and administered. Units will develop a local method that provides verification from both instructors and students that training has been completed. For examples of training ideas and forms, reference AETCI 36-2203, *Technical and Basic Military Training Developement* and AFH 36-2235, Vol 11, *Information for Designers of Instructional Systems*.

3.2. (14AF) Plan of Instruction (POI). Create an Annual Plan of Instruction for the RT program to ensure all tasks/subtasks are trained annually.

3.3. Qualification Training (QT). QT includes IQT, UQT, and Requalification Training (RQT).

3.3.1. Initial Qualification Training (IQT). Normally, AETC provides system specific and position specific training as a prerequisite to UQT.

3.3.1.1. HQ AFSPC/DOT may waive IQT for personnel with previous experience in like weapons systems. Waivers will be granted on a case-by-case basis. Forward waiver requests through wings and NAF Stan/Eval office to HQ AFSPC/DOTT.

3.3.1.1.1. Criteria used for granting waivers will include but not be limited to the following. Length of time since previous experience (standard is no greater than 4 years), magnitude of system modifications, and individual's proficiency record in previous system.

3.3.1.2. Units may request additional IQT billets through their parent wing to HQ AFSPC/DOT to fulfill formal training requirements not met through the normal Trained Personnel Requirements process. HQ AFSPC and HQ AETC will coordinate changes to the Program Guidance Letter (PGL) with HQ USAF/XOSO ensure scheduling is efficient and classes are not overloaded as a result of such requests.

3.3.2. Unit Qualification Training. UQT prepares an individual for CMR or BMR status. It includes all crew duty position tasks identified in the appropriate TEPS/METER.

3.3.2.1. If a trainee is not making satisfactory progress to qualify within the maximum training time, the Chief of Training notifies the individual's supervisor.

3.3.2.2. Training organizations will determine UQT training requirements for each CMR or BMR position by using a POI and the appropriate TEPS/METER instructions. It contains the knowledge, tasks, and total training time. The method, time spent, and types of training are optional. Schedule, conduct, and document UQT in accordance with the POI.

3.3.2.3. Ensure individuals enter (should not exceed 30 calendar days) and complete UQT as soon as practical after arriving at the unit from IQT (if available).

3.3.2.4. Individuals who can not be entered into UQT pending security or medical clearance or other long-term reasons, may be assigned additional duties. Once the individual begins UQT, the unit commander or operations officer will ensure the additional duty does not interfere with training.

3.3.2.5. For crew positions that have an IQT course, UQT focuses on providing further training in areas not trained to the desired proficiency level in IQT. It also focuses on local procedures and orientation to ensure a smooth transition from IQT to CMR or BMR status.

3.3.2.6. For CMR or BMR crew positions that are not supported with an IQT course, UQT provides full training on all TEPS/METER tasks.

3.3.2.7. Upgrade Training. Use UQT to train an individual in another duty position within the unit (e.g., Air Force Launch Crew Commander to Air Force Launch Director, Deputy Missile Combat Crew Commander to Missile Combat Crew Commander, Space Console Operator to Crew Chief). Tasks common to both positions do not need to be retrained if the knowledge and skills are duplicated. Individuals are not eligible to complete upgrade training unless they have completed UQT and are certified mission-ready in another crew position (squadron CC/DO can be initially trained directly into a senior crew position).

3.3.2.8. For personnel assigned to a unit with previous position experience, but did not attend IQT for the present assignment, unit training will assess the individual's knowledge and proficiency on the required CMR or BMR tasks. QT will be adjusted to reflect the necessary training.

3.3.2.9. IQT Graduate Training Verification Process. The purpose of this process is to verify AETC training and the graduate's knowledge and skill through a combination of interviews, knowledge tests, individual tasks/subtask checkout and/or training scenarios. The goal is to reduce and/or eliminate the duplication of training between IQT and UQT.

3.3.2.9.1. This process is intended to provide feedback to AETC, to determine if a graduate needs additional training on any IQT-taught task(s)/subtask(s), and to assist the unit in estimating the time required to bring the trainee to the CMR or BMR level. Individuals who did not attend IQT are exempt from IQT verification process.

3.3.2.9.2. Training will conduct the same process for each graduate. Standardization of the process will identify AETC trends and assist in unit training requirements. The only exception to this is if a graduate arrives with an AETC deficiency notification. The verification process is adjusted to account for the deficiency.

3.3.2.9.3. Operational units will provide verification process feedback as directed by their NAF, Wing, Group, and OSS upon UQT completion.

3.3.2.10. (Added-14AF) Pre-Evaluation scenarios are administered as the last scheduled performance scenario of UQT, prior to releasing a trainee for an initial/upgrade evaluation. Based on an individual's performance, additional training may be provided after the pre-evaluation scenario prior to releasing from UQT. When only one pre-evaluation script is maintained, it must contain 100% of the performance tasks and subtasks trained during qualification training. Do not include train-only tasks/subtasks. When two or more pre-evaluation scripts are maintained, the combination of all scripts will have 100% performance task/subtask coverage with at least a 30% variation between scripts.

3.3.3. Requalification Training. RQT is given to qualify individuals who have been CMR or BMR decertified, who have previous experience in a similar weapon system, or following a major weapon system modification.

3.3.3.1. Tailor RQT to meet the training needs of the individual and adequately cover the reason the individual was decertified.

3.3.3.2. For individuals with experience in like weapon system(s), RQT is tailored to meet the training needs of the individual and the squadron.

3.3.3.3. Following a major weapon system modification, RQT is designed to qualify individuals on the new or modified system. Tasks unchanged from the previous system do not need to be trained.

3.4. Proficiency Training. Proficiency Training includes recurring training (RT), individual training (IT), and supplemental training (ST). Proficiency training applies to all CMR and BMR personnel.

3.4.1. Recurring Training. RT emphasizes knowledge and skills not used on a routine basis, knowledge and skill deficiencies identified through feedback, and provides the medium for knowledge enhancement training. RT goes beyond training required for qualification. It increases a person's

knowledge of job related tasks, other duty positions, and the work environment. RT requirements are as follows:

3.4.1.1. Train all CMR or BMR proficiency and knowledge level tasks/subtasks at least annually, to include knowledge-only and train-only tasks/subtasks.

3.4.1.2. Conduct RT monthly. RT may include self-study guides, individual task presentation, classroom presentations, knowledge testing, and/or training scenarios. (BMR certified personnel must have RT at least quarterly).

3.4.1.2.1. Persons will begin receiving RT the first month following successful completion of their initial evaluation.

3.4.1.2.2. Persons receiving multiple-phase evaluations scheduled in separate months will begin receiving RT the first month following successful completion of the simulator portion(s) of their initial evaluations.

3.4.1.2.3. (Added-14AF) Additional mission ready (MR) training provided to CMR/BMR personnel, that is not ST or IT, will be documented as RT. Examples include scenarios to prepare for evaluations, launch rehearsals and extra training requested by CMR/BMR personnel.

3.4.1.3. Present a training scenario at least once per quarter and do not exceed 120 days between scenarios.

3.4.1.3.1. At the discretion of the NAF, persons successfully completing an initial, upgrade or recurring evaluation (evaluation must meet POI RT scenario requirements) are exempt from the RT scenario requirement for the quarter in which the evaluation is performed. However, the next RT scenario must be accomplished within 120 days from the evaluation.

3.4.1.3.1. (14AF) The RT scenario exemption applies to all 14 AF units. This does not exempt units from the requirement to provide MRT IAW 36-2202, paragraph 3.4.1.2.

3.4.1.3.2. Certification briefing dates do not impact the dates for RT.

3.4.1.4. Use a POI to identify training task/subtask coverage for each training session.

3.4.1.5. Retrain and retest (significant) deficiencies noted by the instructor during training scenarios until corrected or the instructor terminates the session. If deficiencies remain at the end of the session, enter the trainee into IT and identify the RT as unsuccessfully completed.

3.4.1.6. Personnel who develop the RT knowledge test are exempt from taking the RT knowledge test for that month. Personnel will not develop successive RT knowledge tests. If tests are constructed via test generation software/tools which permit test construction without knowledge of the actual questions contained in the test, personnel who develop the test are not exempt from the test. Personnel are not exempt from taking a quarterly training scenario of which they authored. Knowledge test are not required monthly and will be given IAW a unit's POI.

3.4.1.7. (Added-14AF) Dual-position certified individuals are only required to receive RT in the most comprehensive, task-inclusive duty position. Multi-position certified individuals are required to receive RT in each duty position in which they are CMR.

3.4.2. Individual Training. Use IT when an individual is placed in restricted status as a result of evaluation deficiencies/recommendation or unsuccessful completion of RT. The unit commander or oper-

ations officer may direct IT for substandard mission performance or other situations (e.g., upon return from extended TDY or to correct deficiencies identified during a successful evaluation).

3.4.2.1. Give IT as soon as practical after the need for the training is identified.

3.4.2.2. When applicable, tailor IT to meet the needs of the individual. In addition to training the stimuli that the deficiency was assessed, ensure adequate coverage of the root cause of a deficiency.

3.4.3. Supplemental Training. ST trains new or changed procedures, hardware, or software when RQT is not warranted. The unit commander or operations officer may direct ST.

3.4.3.1. Tailor ST based on the operational impact(s) of the new or changed procedure(s), hardware, or software.

3.4.3.2. When developing or changing training materials, add the changes to QT and proficiency training programs.

3.4.3.3. For changes directly affecting mission accomplishment or safety, administer supplemental training to all personnel before they perform crew duty (e.g., new task, upgraded proficiency level).

3.4.3.4. (Added-14AF) The group or unit will designate a sufficient number of instructors as SMEs to develop the ST for significant new or substantially changed procedures. These individuals are not required to receive the training they created, they are considered trained upon designation as a SME.

3.4.4. (Mobile/Deployable Units) Requirements for training in the deployed environment will apply to crew members deployed from their home main operating base for periods in excess of thirty days. Crews will conduct on-going operations on a normalized crew schedule.

3.4.4.1. Pre-Deployment Requirements. Prior to deploying operators the squadron commander or operations officer will certify all crew members are current on training and evaluation requirements. Additionally, a deployment commander will be appointed. If possible, the deployment commander should be instructor qualified.

3.4.4.2. Deployment Requirements. While operating in the deployed environment the following training requirements will apply.

3.4.4.2.1. Recurring Training. Training requirements for deployed operators will be altered to meet the realities of the environment. Deployed operators should tailor quarterly recurring training through task coverage observations. The deployment commander or an instructor will document task coverage to ensure quarterly recurring training requirements are met, as practical. Tasks unable to be observed in the deployed environment will be documented and trained on return to the home unit.

3.4.4.2.2. Supplemental Training. For changes directly affecting mission accomplishment, deployed operators may receive the training while on crew. Training will be annotated in the crew log by the deployment commander as completed.

3.4.4.2.3. Individual Training. For deficiencies noted during deployed operations individual training will be required. The deployment commander will document the deficiency and the

recommended corrective action. The deployment commander, or a deployed instructor, will then conduct the necessary training and document successful completion.

3.4.4.3. Post-Deployment Requirements. Following return from deployment, operators will be placed in restricted status until all missed training requirements are satisfied. Additionally, any training conducted while deployed will be annotated in the individual's IQF.

3.5. Instructor Training and Certification Program. OSS/OSOT develops and administers the training and certification program to ensure instructors can conduct standardized, objective training. CMR instructors will maintain currency in their weapon system. All instructors will complete the appropriate training program before certification. 614 SOPS performs this function for the SPACEAF AOC. Units may certify instructors in the environment they are to be used in (i.e. classroom, simulator, Missile Procedures Trainer, Classroom, etc.).). If certification is for a particular environment, then only the applicable portions of para 3.5.1.5. are required (i.e. lesson plan construction/administration are not required for training scenario only instructors).

3.5.1. Instructor Training Requirements. Instructor trainees will be observed and supervised by a certified instructor. Trainees will:

3.5.1.1. Observe a certified instructor conduct a training session for each applicable method of instruction (e.g., classroom, knowledge test administration, training scenario, pre- and post-training scenario actions, simulator operations). Requirements are for both line and staff instructors.

3.5.1.2. Properly perform positional instruction.

3.5.1.3. Identify deficiencies.

3.5.1.4. Demonstrate training presentation techniques.

3.5.1.5. Receive instruction on the following items:

3.5.1.5.1. Applicable equipment configuration and scheduling procedures (e.g., simulator and on-line equipment configuration, test control procedures).

3.5.1.5.2. Pre- and post-training scenario activities.

3.5.1.5.3. Local requirements.

3.5.1.5.4. Documentation requirements.

3.5.1.5.5. ISD process and procedures.

3.5.1.5.6. Construction and administration of knowledge tests.

3.5.1.5.7. Construction and administration of training scenarios.

3.5.1.5.8. Construction and administration of lesson plans.

3.5.2. Instructor Recurring Training Requirements. Instructors receive recurring training to ensure standardization and to maintain instructor proficiency.

3.5.2.1. Conduct instructor recurring training at least quarterly and ensure all instructor training tasks are covered at least annually.

3.5.2.1. (14AF) Develop an APOI for the instructor RT program to ensure all instructor tasks/sub-tasks are trained annually.

3.5.2.2. The OSS/OSOT Chief of Training will observe each certified instructor conduct a training scenario/session at least annually (once every 365 days).

3.5.2.2. (14AF) OSS/CC or Operations Officer will conduct an annual observation of Chief of Training (OSOT). (Squadron/Detachment CC or Operations Officer/Detachment Chief performs the observation of the Chief of Training (DOUT at GSUs, 21 SW/DOC and Space AOC if not accomplished by the OST.)

3.5.2.2.1. The OSS/OSOT Chief of Training must conduct annual observations on all section chiefs/senior crew/GSU NCOICs and will remain responsible for the overall conduct of their group's annual observation requirement. (Unit Chief of Training performs this function for 614 SOPG's SPACEAF AOC, GSUs, 21 SW/DOC.)

3.5.2.2.2. The Chief of Training may delegate annual observation requirements to his/her section chiefs/senior crew/GSU NCOIC/SPACEAF AOC NCOICs.

3.5.2.2.2.1. Section chiefs/senior crew/GSU NCOICs/SPACEAF AOC NCOICs will observe only those instructors working within their area of expertise.

3.5.2.2.2.2. When section chiefs/senior crew/GSU NCOICs/SPACEAF AOC NCOICs conduct annual observations, they will brief the Chief of Training and document the annual observation on the AFSPC Form 91.

3.5.3. Instructor Certification Requirements. The Chief of Training or designated representative recommends instructor certification to the OSS commander. The OSS commander will certify instructors in writing. The Squadron Commander will certify instructor for GSUs.

3.5.3. (14AF) The Chief of Training (OSOT/DOUT) ensures all instructor certification requirements are met prior to recommending instructor certification. The division training managers will accomplish this for the Space AOC.

3.5.4. Instructor Restricted Status Requirements. An individual may be prohibited from performing instructor duties without being decertified.

3.5.4.1. Place an individual in instructor restricted status for the following reasons:

3.5.4.1.1. The individual is placed in CMR restricted status in his/her crew duty position(s).

3.5.4.1.1.1. When placed in CMR restricted status for proficiency reasons, the instructor may not administer instruction.

3.5.4.1.1.2. When placed in CMR restricted status in his/her duty position for medical or Personnel Reliability Program reasons, the individual may conduct classroom or off-line training if he/she has maintained currency (received RT) in the weapon system.

3.5.4.1.1.3. When an individual is in CMR restricted status for non-performance of alert duties or shifts IAW AFSPCI10-1202, the individual may conduct classroom or simulator training if he/she has maintained currency (received RT) in the weapon system.

3.5.4.1.2. When an individual does not receive quarterly recurring instructor training (instructor restriction is required if an instructor fails to receive an annual observation. Do not restrict an instructor if delinquency occurs while deployed (restrict upon return to the home base until training is received).

3.5.4.1.3. At the direction of the Commander, Operations Officer, or OSS/OSOT Chief of Training.

3.5.4.2. Remove an individual from instructor restricted status when the reason for the restriction is resolved. Recertification is not required.

3.5.5. Instructor Decertification/Recertification Requirements.

3.5.5.1. Commanders will decertify instructors in writing when:

3.5.5.1.1. Individual is no longer needed as an instructor.

3.5.5.1.2. Individual no longer possesses the degree of proficiency or professionalism to be an effective instructor.

3.5.5.1.3. Individual departs unit due to a permanent change of station (PCS).

3.5.5.1.4. Individual is decertified from CMR crew duty position(s).

3.5.5.2. When decertified, the individual will not perform instructor duties.

3.5.5.3. Accomplish instructor recertification by completing tasks as directed by the certifying official.

3.5.6. Instructor Personnel Transfer. Once an individual has been certified as an instructor, it is not necessary to reaccomplish an entire training program at each new assignment. Training offices must assess the individual's previous instructor experience to ascertain whether an individual requires further training to meet the unit's needs. At a minimum, provide training on local procedures and equipment before certifying the individual.

3.6. Knowledge Tests (KT). Knowledge tests are used to ensure the effectiveness of the training conducted. KTs must comply with AFMAN 36-2236, *Guidebook for Air Force Instructors*.

3.6.1. Test train/knowledge only tasks identified in the TEPS instructions through KTs.

3.6.2. Individuals failing a KT will be re-tested on the same material using a different version of the test.

3.6.3. Questions asked during a training scenario to clarify a crew member's actions are not considered a knowledge test.

3.6.4. (Added-14AF) For each task/subtask trained/assessed via a knowledge test, a minimum of one question must be asked. Units will determine if additional questions are required based on scope of task and AFSPCI 36-2203V1, 14 AF Training And Evaluation Performance Standards (TEPS) knowledge level requirements.

3.6.5. (Added-14AF) The minimum passing score for knowledge tests is 80%.

3.7. Training Scenarios. The primary purposes of a training scenario are to support classroom training and individual self-study, and to enhance an individual's or crew's proficiency. Crew members should be trained in a realistic crew environment to the maximum extent possible. Maximum emphasis should be placed on crew training.

3.7.1. Base training scenario results on successfully meeting each task/subtask performance standard.

3.7.2. A training scenario should be conducted in an off-line environment (off-line training system, part task trainer). Training will only be conducted on real world operational equipment as a last resort when no other training capability exists.

3.7.3. Individual tasks may be trained provided the instructor is proficient in the task, and the knowledge and skill level of the task is common to both the instructor's and trainee's duty position.

3.8. Training Scripts. Design and use scripts to conduct training scenarios. Include instructions for instructors, scenario support personnel, simulated inputs, and problem card inputs. All simulation materials will be marked as such.

3.8.1. Scripts will contain valid peacetime and wartime stimuli. Stimuli will be identified by area/task/subtask, estimated scenario run times, task description, scenario support personnel initiation/response agency, and notes/expected responses (e.g., TEPS notes, trainer notes, and expected trainee response). Estimated scenario run times are for script presentation only and do not establish a time standard for completing actions. Level A time standards must be annotated within the script. Scenarios shall have a minimum of three Level A performance events.

3.8.2. Use problem cards to introduce stimuli that cannot be presented in a more realistic manner. They must have enough information for the trainee to clearly understand the input, without prompting. Make cards as realistic as possible, especially if used to present message traffic or changes in console displays.

3.8.3. Do not create actual conditions that could jeopardize personnel safety or cause damage to equipment. Coordinate any planned actions that could result in mission degradation, loss of mission data, the release of simulation information, or conflict with on-going operations.

3.8.4. Script design may temporarily remove a crew member to allow for the training of another crew member. Do this only when the trainee is required to be proficient in a task associated with the vacated position. Make this presentation technique as realistic as possible. Instructors must ensure adequate task coverage for the trainee.

3.8.5. Scripts may also identify observation of real world tasks.

3.8.6. Create realistic scenarios requiring the trainee to prioritize actions.

3.8.7. Do not use the current duress words (primary or alternate) or exercise duress word in the training script.

3.8.8. (Added-14AF) Scripts will contain all required elements IAW **Attachment 5 (Added)** of this supplement.

3.8.9. (Added-14AF) Ensure all scripts are technically accurate and adhere to Instructional Systems Development (ISD) principles prior to their initial presentation. Additionally, instructors must review scripts for accuracy prior to subsequent presentations. Maintain a record of initial coordination, subsequent, and annual reviews.

3.9. Training Scenario Conduct:

3.9.1. Safety and real world operational requirements take priority over simulated activities.

3.9.2. Pre-brief for Trainee. Instructors will conduct a pre-brief to ensure the trainee clearly understands the rules of engagement. The pre-brief sets the environment of the scenario. This briefing is given before the scenario and includes the following:

3.9.2.1. Instructor-trainee relationship.

3.9.2.2. Methods used to initiate events (e.g., problem cards, telephone calls, simulation, real world activity, equipment indications). All script inputs must be clearly identified as simulated inputs.

3.9.2.3. Responsibilities during equipment operations.

3.9.2.4. Responsibilities during actual emergencies, malfunctions, or real world events.

3.9.2.5. External agencies, internal agencies, and crew support agencies; to include whether their role is actual or simulated.

3.9.2.6. Procedures and equipment peculiar to the scenario.

3.9.2.7. Operations security (OPSEC), communications security (COMSEC) and computer security (COMPUSEC).

3.9.2.8. Comply with local safety policy.

3.9.2.9. Starting status, if not included in the script.

3.9.3. Give the trainee the opportunity to correctly perform the action or to take an incorrect action.

3.9.3.1. Instructors will intervene to prevent a safety hazard, damage to equipment, mission failure or degradation, or to prevent the introduction of uncoordinated simulation media into the real world operational environment.

3.9.3.2. Provide training to correct deficiencies and reinforce the proper actions for task accomplishment as soon as practical after a trainee takes an incorrect action.

3.9.4. Ensure script presentation is properly coordinated with the scenario support personnel and all other participating and approval agencies. All simulator activities, including EWO scenarios, should approximate the actual weapon system environment as closely as possible.

3.9.5. Instructor and scenario support personnel will ensure all stimuli are presented as written in the script.

3.9.6. Scripts may require clock advancement. Advance the clock only after the trainee is ready for the clock advancement. Before clock advancement, crews must have an opportunity to complete required actions.

3.9.7. Timing Constraints. TEPS/METER provides a detailed listing of each Job Performance Requirement (JPR). Where applicable, TEPS/METER provides the timing constraints necessary for task accomplishment. (TEPS/METER does not describe the only correct response. They are intended for a controlled scenario environment and are used to improve proficiency.) TEPS/METER does not replace operational technical data or instructions.

3.10. Training Scenario Termination. Normally, once a training scenario is started, all efforts will be made to complete the training scenario.

3.10.1. Early Scenario Termination. Scenarios terminated before the scripted end may be completed from the point activity was stopped or completely re-accomplished. Terminate a training scenario when:

3.10.1.1. A trainee or instructor becomes injured or ill.

3.10.1.2. Operational or maintenance activity unduly interferes with the scenario.

3.10.1.3. Higher headquarters actions prevent completion of the scenario.

3.10.1.4. Trainee actions prevent completion of scripted events.

3.10.1.5. (Added-14AF) When resuming a scenario following early termination, recap the current status as of the time the scenario was terminated prior to re-starting. Include all actions accomplished prior to termination.

3.10.2. Normal Scenario Termination. Reconfigure equipment used in support of the scenario and notify participating agencies.

3.11. Post-Training Scenario Actions:

3.11.1. Instructors will identify, correct, and document incorrect actions and responses as deficiencies. Base deficiency identification on task/subtask performance.

3.11.1.1. When the trainee causes a script deviation and an incorrect action results, assess the deficiency.

3.11.1.2. Do not assess a deficiency when the trainee incorrectly responds to erroneous status due to equipment failure or instructor error. However, instructors may recommend or provide training to remedy identified deficiencies.

3.11.1.2. (14AF) Instructors may recommend self-study or IT by marking the appropriate box on the 14 AF Form 14. No further documentation is required for self-study.

3.11.2. Debrief the trainee. Include discussion of positive performance, strengths, any noted deficiencies, probable causes and direct/indirect impacts to the mission, personnel, and other organizations.

3.12. Training Documentation:

3.12.1. Training documentation provides a means to track individual performance or progression, and contributes to internal and external feedback on training program effectiveness.

3.12.2. Document all deficiencies IAW **paragraph 2.2.** on NAF developed/approved forms. Document the deficiency against the JPR to which the deficiency is attributed. Use the following guidance:

3.12.2.1. If a crew member recognizes the status change but fails to perform a required task/subtask, document the deviation against the task/subtask that should have been performed.

3.12.2.2. If a crew member recognizes the status change but performs the wrong task/subtask, document the deviation against the task/subtask that should have been performed. However, give task/subtask credit for the task/subtask that was performed.

3.12.2.3. If a crew member does not recognize a status change and a resulting task/subtask requirement, document the deviation against the required task/subtask.

3.12.2.4. When the task/subtask being performed directs transition to another task/subtask, and the trainee fails to perform the subsequent task/subtask (or fails to identify the requirement to transition), document the deviation against the task/subtask that directed the transition.

3.12.2.5. If a crew member performs an unnecessary action which causes or results in a deviation, document the deviation against the task/subtask being performed when the unnecessary action was taken.

3.12.3. (Added-14AF) Coordination is required on all 14 AF Forms 14. Minimum coordination required in the event no corrective actions are directed (or self-study only) is Chief of Training and the student's supervisor. The NCOIC of Training or the senior instructor for the applicable weapon system may coordinate if the Chief of Training is unavailable. If the individual's supervisor is unavailable (leave, TDY, deployment, etc.) the Flight/Crew Commander may coordinate, as the unit deems appropriate. Supervisor signatures are only required for Operations Officers/Detachment Chiefs and below. If IT, Restricted Status, or a Special Evaluation is directed, all coordination blocks will be completed.

Chapter 4

EVALUATION

4.1. Evaluation Program Requirements. Evaluation programs, practices and operations procedures (for example: checklists, operating instructions, etc., this list is not all-inclusive) should be standardized with training programs.

4.1.1. General:

4.1.1.1. Evaluation programs must be designed and implemented using performance standards to:

4.1.1.1.1. Measure crew member proficiency on existing, new, or revised procedures and equipment.

4.1.1.1.2. Ensure operational procedures are being trained properly to support mission accomplishment.

4.1.1.1.3. Provide feedback on training programs.

4.1.1.2. Only certified evaluators or evaluator trainees under direct supervision of a certified evaluator may conduct operations evaluations. Certified evaluators will document operations evaluations. (Except 381 TRG Instructors and HHQ/NAF Evaluators.)

4.1.1.2. (14AF) Any evaluation conducted by a decertified evaluator, an unsupervised evaluator trainee or an evaluator restricted for proficiency or failure to receive ERT or an annual observation, is invalid and must be reaccomplished. Any evaluation conducted on a real-world system by an evaluator restricted due to medical reasons or non-performance of shifts, even if they maintained currency (received RT) in the system, must be reaccomplished.

4.1.1.3. Evaluators must be trained, evaluated, and maintain currency in the task(s) they evaluate.

4.1.1.4. (Added-14AF) A person may certify as both an evaluator and instructor, except the Chief of Stan/Eval (OGV/DOV). When an evaluator is also instructor certified, they will not conduct a follow-on evaluation for any ST, IT, RQT, Upgrade Training, or UQT that they provided. They may provide RT and an evaluation to the same person(s).

4.1.2. Types of Evaluations. There are five types of evaluations: Initial, Upgrade, Recurring, Special, and Observation. Each type will consist of an evaluation scenario. **Table 4.1.** identifies minimum requirements and frequency of occurrence for each type of evaluation.

4.1.2.1. Initial Evaluation. Given upon completion of UQT for 14 AF and IQT for 20 AF.

4.1.2.1. (14AF) For Initial evaluations, evaluate at least one subtask from each Job Performance Requirement List (JPRL) task.

4.1.2.1.1. (Added-14AF) When only one initial script is maintained it must contain 100% of the performance tasks/subtasks trained during qualification training IAW AFSPCI 36-2203V1. When two or more initial scripts are maintained, the combination of all scripts will have 100% performance task/subtask coverage with at least a 30% variation between scripts.

4.1.2.2. Upgrade Evaluation. Given to an individual who has successfully completed RQT or successfully completed UQT for another duty position. For second (third, fourth, etc.) duty position evaluations, evaluation must include any position unique tasks.

4.1.2.2.1. (Added-14AF) When only one upgrade script is maintained it must contain 100% of the performance tasks/subtasks trained during qualification training IAW AFSPCI 36-2203V1. When two or more upgrade scripts are maintained, the combination of all scripts will have 100% performance task/subtask coverage with at least a 30% variation between scripts.

4.1.2.3. Recurring Evaluation. Given to individuals who are CMR in an assigned crew duty position as a check on proficiency and to provide feedback to the training program.

4.1.2.3.1. They are scheduled or no-notice.

4.1.2.3.1.1. Units will maintain a no-notice evaluation program. At least ten percent of recurring evaluations will be conducted as no-notice annually. (20 AF Only) The first evaluation at a unit will not be no-notice.

4.1.2.3.1.1. (14AF) No-notice evaluations are conducted at least one month prior to the delinquency date. Only two types of evaluations may be deemed no-notice: (a) Recurring evaluations or (b) Special evaluations that don't establish a delinquency date and are not related to a previous evaluation. Evaluatees are given no prior notice of their selection to receive a no-notice evaluation. (Spacelift) Evaluatees in CMR positions at 30 SW and 45 SW may receive a one-day notice. Spacelift wings will designate which positions receive a one-day notice.

4.1.2.3.2. (20 AF Only) First recurring evaluations must be two-phase except when the individual's upgrade evaluation was two-phase.

4.1.2.3.3. The Commander or Operations Officer may direct/request a recurring evaluation as a check in proficiency.

4.1.2.3.4. Evaluate all tasks and subtasks each calendar year.

4.1.2.3.5. (Added-14AF) Recurring evaluations must cover all performance tasks and subtasks IAW the APOE.

4.1.2.3.6. (Added-14AF) Dual-position certified individuals receive a recurring evaluation in the most comprehensive, task-inclusive duty position. Multi-position certified individuals must receive a recurring evaluation in each duty position for which they are CMR.

4.1.2.3.7. (Added-14AF) Individuals augmenting an initial evaluation may receive credit for a recurring evaluation provided the evaluation script meets all criteria of a recurring evaluation. Evaluators must ensure each crew member being evaluated demonstrates the appropriate level of proficiency in the tasks being evaluated. Additional evaluators are required for those individuals receiving recurring evaluation credit.

4.1.2.4. Special Evaluations:

4.1.2.4.1. Special evaluations do not meet the requirements for upgrade or recurring evaluations. The only ratings possible for a special evaluation are qualified or unqualified.

4.1.2.4.2. The Commander or Operations Officer may direct/request special evaluations on an as needed basis for other circumstances. A special evaluation may be directed/requested when a check in proficiency is deemed appropriate but a full recurring evaluation is inappropriate.

4.1.2.4.3. A special evaluation is required upon completion of individual training resulting from a unqualified (UQ) rating on an initial, upgrade, recurring, or special evaluation. As a minimum, the evaluation contains those tasks and subtasks in which all major and critical errors were committed.

4.1.2.4.4. A special evaluation may be directed/requested to verify training and proficiency following supplemental training. A special evaluation conducted for this reason does not establish a new delinquency date.

4.1.2.4.4.1. (Added-14AF) The group or unit will designate a sufficient number of evaluators as SMEs to develop ST for significant new or changed procedures and validate the ST through special evaluations, if required. These individuals are not required to receive the training they are validating, they are considered trained upon designation as a SME. SMEs will receive any applicable special evaluation, unless exempted by Squadron/Detachment CC or Operations Officer/Detachment Chief.

4.1.2.5. Deployed Evaluations. Prior to deployment operators who will become delinquent over the next 90 days will receive a recurring or upgrade evaluation, as required. If an operator goes delinquent while on deployment after 90 days, the recurring evaluation requirement will be waived. Upon return to the home base the operator will be placed in restricted status until an evaluation is completed.

4.1.2.6. BMR Observations:

4.1.2.6.1. BMR qualification requires a one-time observation at the completion of qualification training. Conduct these observations like a CMR evaluation using the applicable NAF upgrade evaluation requirements.

4.1.2.6.2. Observation development and presentation will be the same as that used for an upgrade evaluation. BMR observations are rated qualified or unqualified.

4.1.2.6.3. Any tasks/subtasks in which a critical error or enough major errors were assessed to result in a UQ rating must be retrained and observed a second time.

4.1.2.6.4. (Added-14AF) When only one BMR script is maintained it must contain 100% of the performance tasks/subtasks trained during qualification training IAW the 14 AF/OV approved BMR JPRL. When two or more BMR scripts are maintained, the combination of all scripts will have 100% performance task/subtask coverage with at least a 30% variation between scripts. At a minimum, each script must evaluate at least one performance subtask per task. The mandatory tasks prescribed in **paragraph 4.1.2.8. (Added)** through **paragraph 4.1.2.8.5. (Added)** are only required when they are part of the approved BMR JPRL.

4.1.2.7. (20 AF/392 TRS) Upon completion of IQT, if a student must take two evaluations due to an odd number of students, the first evaluation for the student will be classified as a special evaluation, while the second evaluation will be the initial evaluation for the student.

Table 4.1. Evaluation Requirements Matrix.

RULE	A(n) _____ evaluation is required	Upon completion of	Or	and, as a minimum the evaluation must cover these tasks/subtasks
A	Initial	Qualification Training (14 AF) or IQT (20 AF)		Identified in the JPRL and appropriate NAF supplement
B	Upgrade	UQT for additional duty position(s)		
C		RQT		
D	Recurring		Commander or Operations Officer direction/request	
E			By the delinquency date established by an initial, recurring or upgrade evaluation (See paragraphs 4.1.6.1. and 4.1.6.2.)	
F	Special	IT which resulted from a UQ rating		Tasks or subtasks which had errors which resulted in the UQ rating
G			Commander or Operations Officer direction/request	Tasks or subtasks identified by Commander or Operations Officer
H	Observation	Qualification Training		Identified in the JPRL and appropriate NAF supplement
I*	Recurring	Within 60 calendar days of removal from SME status or within 90 calendar days from system IOC (whichever is sooner)		Identified in the JPRL and appropriate NAF supplement
*Rule applies to SMEs appointed for new or upgrade system requirements only.				

4.1.2.8. (Added-14AF) The tasks listed below are considered mandatory tasks for each mission area and must be included in all Upgrade and Recurring evaluations. Additionally, at least one subtask per task from each of the following areas: Mission Support, Status Monitoring, and Emergency Procedures and two tasks (one subtask per task) from each applicable Mission Procedures

JPRL areas must be included. Units may count mandatory tasks towards the minimum task coverage requirements.

4.1.2.8.1. (Added-14AF) Missile Warning:

4.1.2.8.1.1. (Added-14AF) Phased Array and PARCS: C1, C3, C4 and C5

4.1.2.8.1.2. (Added-14AF) Spaced-Based: A13, D1, D2, D3, D4, D5 and D8

4.1.2.8.2. (Added-14AF) Space Surveillance:

4.1.2.8.2.1. (Added-14AF) Space Control: C1, C2 and C3

4.1.2.8.2.2. (Added-14AF) Optical Space Control: G1, G2 and G5.

4.1.2.8.2.3. (Added-14AF) Mobile Space Control: D10, D11, D12, D14 and F02.

4.1.2.8.3. (Added-14AF) Command and Control:

4.1.2.8.3.1. (Added-14AF) Space Command and Control: C1, C2, C4, C5, C6, C7 and C10.

4.1.2.8.3.2. (Added-14AF) Missile Warning Command and Control: C9, C10 and C11.

4.1.2.8.4. (Added-14AF) Spacelift:

4.1.2.8.4.1. (Added-14AF) Range: C2, C3, C4, C5, D5 and D6.

4.1.2.8.4.2. (Added-14AF) SLS: D5

4.1.2.8.4.3. (Added-14AF) Mission Flight Control: C3, D3 and D5

4.1.2.8.5. (Added-14AF) Satellite Control: C1, C2, C3, C4, C5 and C6

4.1.3. Evaluator Training and Certification Program. The evaluator training and certification program is designed to instruct and evaluate wing evaluators on the proper manner by which to correctly assess crew proficiency as part of their role in the ISD process. Certified evaluators will maintain currency in their respective weapon system. All evaluators will complete the appropriate training program before certification. Although BMR personnel cannot be certified evaluators, they should be familiar with the evaluation process.

4.1.3.1. Evaluator Training Requirements. Evaluator trainees will be observed and supervised by a certified evaluator. Evaluator trainees will:

4.1.3.1.1. Observe a certified evaluator conducting an evaluation.

4.1.3.1.2. Demonstrate evaluation presentation techniques.

4.1.3.1.3. Identify errors, and determine error assessment and evaluation ratings.

4.1.3.1.4. Administer an evaluation scenario.

4.1.3.1.5. Receive instruction on the following items:

4.1.3.1.5. (14AF) Complete the classroom/instruction portion of evaluator training prior to accomplishing the performance/demonstration tasks.

4.1.3.1.5.1. Applicable equipment configuration and scheduling procedures (e.g., simulator and on-line equipment configuration, evaluation material control procedures).

4.1.3.1.5.2. Pre- and post-evaluation activities.

4.1.3.1.5.3. Local requirements.

4.1.3.1.5.4. Documentation requirements.

4.1.3.1.5.5. ISD process and procedures.

4.1.3.1.5.6. Evaluation scenario construction.

4.1.3.2. Evaluator Recurring Training Requirements. Evaluators receive recurring training to ensure standardization and to maintain evaluator proficiency.

4.1.3.2. (14AF) Develop an APOI for the evaluator RT program to ensure all evaluator tasks/sub-tasks are trained annually.

4.1.3.2.1. Conduct evaluator recurring training at least quarterly and ensure all evaluator training tasks are covered at least annually.

4.1.3.2.2. The Chief of Stan/Eval will observe each certified evaluator conduct an evaluation at least annually (once every 365 days).

4.1.3.2.2. (14AF) Operations Group CC (or Deputy) will conduct annual observations of Chief of Stan/Eval (OGV). (Squadron/Detachment CC or Operations Officer/Detachment Chief performs the observation of the Chief of Stan/Eval (DOV) at GSUs, 21 SW/DOC and Space AOC if the observations are not accomplished by the OST).

4.1.3.2.2.1. The Chief of Stan/Eval must conduct annual observations on all section chiefs/senior crew/GSU NCOICs and will remain responsible for the overall conduct of their group's annual observation requirement. Unit Chief of Stan/Eval performs this function for 614 SOPG's SPACEAF AOC, GSUs, 21 SW/DOC.

4.1.3.2.2.2. The Chief of Stan/Eval may delegate annual observation requirements to his/her section chiefs/senior crew/GSU NCOICs/SPACEAF AOC NCOICs.

4.1.3.2.2.2.1. Section chiefs/senior crew/GSU NCOICs/SPACEAF AOC NCOIC will observe only those evaluators working within their area of expertise.

4.1.3.2.2.2.1. (14AF) They may observe any evaluator they are directed to, within the same operations group as long as they are CMR in that system.

4.1.3.2.2.2.2. When section chiefs/senior crew/GSU NCOICs/SPACEAF AOC NCOIC conduct annual observations, they will brief the Chief of Stan/Eval and document the annual observation on the AFSPC Form 91.

4.1.3.3. Evaluator Certification Requirements. The Chief of Stan/Eval or designated representative recommends evaluator certification to the OG Commander. The OG Commander certifies evaluators in writing. The Squadron Commander will certify evaluators for GSUs.

4.1.3.3. (14AF) The Chief of Stan/Eval (OGV/DOV) ensures all evaluator certification requirements are met prior to recommending evaluator certification.

4.1.3.4. Evaluator Restricted Status Requirements. An individual may be prohibited from performing evaluator duties without being decertified.

4.1.3.4.1. Place an individual in evaluator restricted status for the following reasons:

4.1.3.4.1.1. The individual is placed in restricted CMR status.

4.1.3.4.1.1.1. When an individual is placed in CMR restricted status for proficiency reasons, the evaluator may not administer evaluations.

4.1.3.4.1.1.2. When placed in restricted status for medical or Personnel Reliability Program reasons, the individual may conduct simulator evaluations if he/she has maintained currency (received RT).

4.1.3.4.1.1.3. When an individual is in CMR restricted status for non-performance of alert duties or shifts IAW AFSPCI10-1202, the individual may conduct simulator evaluations if he/she has maintained currency in the (received RT).

4.1.3.4.1.2. When an individual does not receive quarterly recurring evaluator training (evaluator restriction is required if an evaluator fails to receive an annual observation). Do not restrict an evaluator if delinquency occurs while deployed (restrict upon return to the home base until training is received).

4.1.3.4.1.3. At the direction of the Commander, Operations Officer, or Chief of Stan/Eval.

4.1.3.4.2. Remove an individual from evaluator restricted status when the reason for the restriction is resolved. Recertification is not required.

4.1.3.5. Evaluator Decertification/Recertification Requirements:

4.1.3.5.1. Commanders will decertify evaluators in writing when:

4.1.3.5.1.1. Individual is no longer needed as an evaluator.

4.1.3.5.1.2. Individual no longer possesses the degree of proficiency or professionalism to be an effective evaluator.

4.1.3.5.1.3. Individual departs unit due to a permanent change of station (PCS).

4.1.3.5.1.4. Individual is decertified from CMR crew duty position(s).

4.1.3.5.2. When decertified, the individual will not perform evaluator duties.

4.1.3.5.3. Accomplish evaluator recertification by completing tasks as directed by the certifying official.

4.1.3.6. Evaluator Personnel Transfer. Once an individual has been certified as an evaluator, it is not necessary to reaccomplish an entire training program at each new assignment. Stan/Eval offices must assess the individual's previous evaluator experience to ascertain whether an individual requires further training to meet the unit's needs. At a minimum, provide training on local procedures and equipment before certifying the individual.

4.1.4. Evaluation Requirements. All evaluations will be proficiency based (no train-only or knowledge level tasks/subtasks will be evaluated). Conduct evaluations in a crew environment when practical. Schedule and conduct initial and upgrade evaluations as soon as possible after training completion.

4.1.4.1. (Added-14AF) Units are authorized to include evaluation of real-world operations, in conjunction with an off-line scenario, to meet the intent of crew evaluation. All required JPRLs must be evaluated with the combination.

4.1.4.2. (Added-14AF) Knowledge level tasks may be presented during performance tests as necessary for realistic script presentation, but will not be evaluated.

4.1.4.3. (Added-14AF) Do not use trainees as evaluation augmentees for evaluations or BMR observations. All trainees receiving an Initial/Upgrade evaluation must have successfully passed the pre-evaluation requirements.

4.1.4.3.1. (Added-14AF) Trainees are evaluated individually with normal crew support. Under unusual circumstances (e.g., low manning) the Squadron/Detachment CC or Operations Officer/Detachment Chief may approve the evaluation of more than one trainee during an Initial or Upgrade evaluation. Approval must be obtained prior to conducting the evaluation. Document approval via memorandum and post in the evaluatees' IQFs, section 1.

4.1.5. Evaluation Ratings. There are three possible evaluation ratings, highly qualified (HQ), qualified (Q) and unqualified (UQ). Evaluations are not given a numerical score.

4.1.5.1. Highly Qualified. The evaluatee committed no critical/major errors and four or fewer minor errors.

4.1.5.2. Qualified. The evaluatee committed errors but does not meet the criteria for HQ or UQ.

4.1.5.3. Unqualified. The evaluatee committed at least one critical error or three major errors. Crew member may not perform unsupervised operations duty until successful completion of an evaluation.

4.1.6. Delinquency Dates. All CMR crew members must receive recurring evaluations as a periodic check on proficiency. The delinquency date establishes the maximum time until the individual must receive a recurring evaluation. Failure to receive a recurring evaluation before this date causes the individual to be placed in restricted status. For a two phase evaluation, calculate the delinquency date from completion of the second phase. BMR individuals do not receive a delinquency date.

4.1.6.1. Initial Evaluation. Establish the delinquency date by calculating the first day of the 7th month following successful completion of an initial evaluation. If the initial evaluation is rated UQ, establish the delinquency date by calculating the 1st day of the 7th month following successful completion of the resulting special evaluation.

4.1.6.2. Upgrade or Recurring Evaluation. Establish the delinquency date by calculating the first day of the 13th month following successful completion of an upgrade or recurring evaluation. If the upgrade or recurring evaluation is rated UQ, establish the delinquency date by calculating the 1st day of the 13th month following successful completion of the resulting special evaluation.

4.1.6.3. (20 AF) 20 AF/DOMV will evaluate senior instructor/evaluator crew members in conjunction with the unit's Combat Capability Assessment. The incumbent senior crew will be required to evaluate crew members prior (up to 90 days) to senior crew appointment. If the incumbent senior crew's delinquency date occurs prior to the 20 AF visit, the delinquency date is automatically waived up to 18 months. Delinquencies beyond 18 months require HQ AFSPC/DOTT approval. Submit waiver request to 20 AF/DOMV. In the event the senior crew is removed from senior crew duties, and the delinquency has expired, an evaluation must be performed before performing unsupervised alert duties.

4.1.7. Evaluation Scenarios. The primary purpose of the evaluation is to provide the ISD feedback loop to training. It also provides feedback to the individual and squadron on a crew member's demon-

strated performance during a specific scenario on a specific set of tasks. Crew members should be evaluated in a realistic crew environment to the maximum extent possible. Maximum emphasis should be placed on crew evaluations.

4.1.7.1. Test performance tasks identified in the TEPS instructions using evaluation scenarios.

4.1.7.2. Base evaluation scenario results on successfully meeting each task/subtask performance standard.

4.1.7.3. An evaluation scenario should be conducted in an off-line environment (off-line simulator, part task trainer). Evaluations will only be conducted on real world operational equipment as a last resort when no other evaluation capability exists unless accomplished as part of a two-phase evaluation.

4.1.8. Evaluation Scripts. Design and use scripts to conduct evaluation scenarios. Include instructions for evaluators, scenario support personnel, simulated inputs, and problem card inputs. All simulation materials will be marked as such.

4.1.8.1. Scripts will contain valid peacetime and wartime stimuli. Stimuli will be identified by area/task/subtask, estimated scenario run times, task description, scenario support personnel initiation/response agency, and notes/expected responses (e.g., TEPS/METER notes, evaluator notes, and expected evaluatee response). Estimated scenario run times are for script presentation only, and do not establish a time standard for completing actions. Level A time standards must be annotated within the script.

4.1.8.1.1. (Added-14AF) Scripts will contain all required elements IAW [Attachment 5 \(Added\)](#).

4.1.8.2. Problem presentation and equipment response must comply with TEPS/METER constraints.

4.1.8.3. Use problem cards to introduce stimuli that cannot be presented in a more realistic manner. They must have enough information for the evaluatee to clearly understand the input, without prompting. Make cards as realistic as possible, especially if used to present message traffic or changes in console displays.

4.1.8.4. Do not create actual conditions that could jeopardize personnel safety or cause damage to equipment. Coordinate any planned actions that could have a remote possibility of resulting in mission degradation, loss of mission data, the release of simulation information, or conflict with on going operations.

4.1.8.5. Script design may temporarily remove a crew member to allow for the evaluation of another crew member. Do this only when the evaluatee is required to be proficient in a task associated with the vacated position. Make this presentation technique as realistic as possible. Evaluators must ensure adequate task coverage for the evaluatee.

4.1.8.6. Scripts will not be written to drive a crew to perform train-only tasks.

4.1.8.7. Scripts may also identify observation of real world tasks.

4.1.8.8. Create realistic operational environments requiring the evaluatee to prioritize actions.

4.1.8.9. Multiple inputs will be introduced to determine a crew's capability to establish priorities. Do not inject unrelated tasks/status (i.e., two events occurring simultaneously where one task does

not logically lead to another) while the crew is accomplishing critical (or “timed”) phases of Level A TEPS/METER performances. This does not preclude the presentation of expected follow-on weapon system indications related to previous inputs, provided those indications do not directly interfere with the crew's ability to execute its critical actions. In short, the scenario must be scripted so that crews can prioritize these follow-on indications below the immediate Level A actions.

4.1.8.9.1. If unrelated status is presented during a Level A TEPS/METER as the result of equipment malfunction or evaluator/sim-switch action or inaction, but the status does not have an impact on the crew's ability to effectively execute its critical actions, the scenario event is considered valid. However, the evaluator should adjust the Level A TEPS/METER to give the crew credit for time spent reacting to the unrelated task.

4.1.8.9.2. If unrelated status is presented during a Level A TEPS/METER as the result of equipment malfunction or evaluator/sim-switch action or inaction, and the status has an impact upon the crew's ability to effectively execute its critical actions, the scenario event is invalid.

4.1.8.9.3. Scenarios should be designed to evaluate concepts and avoid presentation of excessive weapon system status. As a result, no more than three simultaneous problems may be included in any evaluation script.

4.1.8.10. Do not use the current real-world/exercise duress words (primary or alternate) in the evaluation scenarios.

4.1.8.11. All initial/upgrade/recurring evaluation scripts shall contain a minimum of three Level A performance events. All Level A performance standards that were scripted must be accomplished. For non Level A events, it is left up to the sound judgment of the evaluator on how much of a task must be performed for task credit.

4.1.8.12. (Added-14AF) Ensure all scripts are technically accurate and adhere to ISD principles prior to their initial presentation. Additionally, evaluators must review scripts for accuracy prior to subsequent presentations. Maintain a record of initial coordination, subsequent, and annual reviews.

4.1.8.13. (Added-14AF) Maintain a record of exposure for each script. This record must include the name of each individual exposed, date of exposure, and type of exposure (i.e. coordination, evaluation, augmentation, etc.). Persons will not be evaluated with a script to which they have been exposed. Persons may be used as evaluation augmentees multiple times, but at no time will those persons be evaluated using the same script they are already exposed to.

4.1.9. Evaluation Scenario Conduct.

4.1.9.1. Safety and real world operational requirements take priority over simulated activities.

4.1.9.2. If during the course of an evaluation, an individual's incorrect actions lead into Train/Knowledge Only tasks, then evaluate those tasks accordingly.

4.1.9.3. Phase Evaluations:

4.1.9.3.1. An evaluation conducted in only one environment (off-line or real world) is a one-phase evaluation. A two-phase evaluation is conducted in both an off-line and real world environment, but not simultaneously. The order of administration of a two-phase evaluation is optional; however, complete the second phase no later than 30 calendar days following com-

pletion of the first phase. Normally, the same evaluator will administer both phases of an evaluation. If not accomplished within 30 days, reaccomplish the first phase evaluation.

4.1.9.3.2. The only reasons for training between phases are to remove a crew member from restricted status, provide required supplemental training, or attend normally scheduled classroom recurring training. When conducting individual training between phases, limit the training to the tasks in which errors were committed.

4.1.9.3.3. (Added-14AF) An evaluatee is qualified to perform CMR duty between the phases of a two-phase evaluation providing the following: the individual's delinquency date has not expired, the individual has a current medical clearance and no potential exists for the crew member to be rated UQ due to the first phase of the evaluation.

4.1.9.4. Pre-brief for Evaluatee. Evaluators will conduct a pre-brief to ensure the evaluatee clearly understands the rules of engagement. The pre-brief sets the environment of the evaluation. This briefing is given before the scenario and includes the following:

4.1.9.4.1. Evaluator-evaluatee relationship.

4.1.9.4.2. Methods used to initiate events (e.g., problem cards, telephone calls, simulation, real world activity, equipment indications). All script inputs must be clearly identified as simulated inputs.

4.1.9.4.3. Responsibilities during equipment operations.

4.1.9.4.4. Responsibilities during actual emergencies, malfunctions, or real world events.

4.1.9.4.5. External agencies, internal agencies, and crew support agencies to include whether their role is actual or simulated.

4.1.9.4.6. Procedures and equipment peculiar to the scenario.

4.1.9.4.7. OPSEC, COMSEC, COMPUSEC.

4.1.9.4.8. Local safety policy.

4.1.9.4.9. Starting status, if not included in the script.

4.1.9.5. Evaluator Responsibilities.

4.1.9.5.1. Do not allow evaluatees to use training materials, such as study guides, during evaluations.

4.1.9.5.2. Allow the evaluatee to only ask questions to clarify a stimulus. Do not give the evaluatee more information than would normally be available, or prompt a response.

4.1.9.5.3. Give the evaluatee the opportunity to correctly perform the action or to take an incorrect action.

4.1.9.5.4. Evaluators will intervene to prevent a safety hazard, damage to equipment, mission failure or degradation, or to prevent the introduction of uncoordinated simulation media into the real world operational environment.

4.1.9.5.5. Evaluator and scenario support personnel will ensure all scenario stimuli are presented as written in the script.

4.1.9.5.5. (14AF) If scenario support personnel present an errant status/input, the evaluator must provide the evaluatee with the correct status/input.

4.1.9.5.6. During evaluations, evaluators and scenario support personnel will not challenge, correct, or prompt the evaluatee as to the validity of the evaluatee's actions unless required to provide proper weapon system status.

4.1.9.5.7. During evaluations, the evaluator can only ask questions to clarify the evaluatee's response to a performance task. Ensure questions do not interfere with or interrupt crew actions or prompt the evaluatee.

4.1.9.6. Scripts may require clock advancement. Advance the clock only after the evaluatee is ready for the clock advancement. Before clock advancement, crews must have an opportunity to complete required actions.

4.1.9.7. Timing Constraints. TEPS/METER provides a detailed listing of each JPR. Where applicable, TEPS/METER provides the timing constraints necessary for task accomplishment. (TEPS/METER does not describe the only correct response. They are intended for a controlled scenario environment and are used to improve proficiency.) TEPS/METER does not replace operational technical data or instructions. Additional Level A guidance:

4.1.9.7.1. When an event has an associated Level A time standard, do not present new unrelated status until the Level A time standard has expired or has been fulfilled. Before the expiration of a time standard, if the crew takes an incorrect action or positively indicates they intend to take no action, a subsequent script event may be presented. The crew will still have the balance of the original time standard to recover. If the subsequent event has a Level A time standard, time it normally, without adjustment for the "pending" original time standard.

4.1.9.7.2. When more than one Level A time standard is running at the same time, time concurrently only if specifically written for concurrent timing, otherwise, time separately and sequentially. The only time this should occur is when there are multiple Level A time standards associated with a task (e.g., anomalous site reporting and data line grounding or launch facility status out and sortie safing requirements).

4.1.9.7.3. During a Level A TEPS timing standard event, as long as an evaluatee completes the task within the allotted TEPS time period, the only deficiencies awarded during this period should be attributed to incorrect actions or a lack of proficiency.

4.1.9.7.4. (Added-14AF) For those tasks with an associated Training and Evaluation Performance Standards (TEPS) timing standard, use the following paragraphs to determine start/stop times.

4.1.9.7.4.1. (Added-14AF) Start time for TEPS timed events begins when the event stimuli has been presented and the evaluatee is in a position to detect and act on the stimuli.

4.1.9.7.4.2. (Added-14AF) The stop time for a TEPS timed event is based on the completion (either correctly or incorrectly) of all tasks associated with the timing standard as identified in AFSPCI 36-2203V1. If the last action associated with an event requires a public address (PA) be accomplished twice, the clock stops when the evaluatee completes the first PA. When an evaluatee completes all actions associated with a timed event (before the time standard expires), but accomplishes one or more of those actions incorrectly, assess an error based on the incorrect action(s).

4.1.9.8. During the evaluation, if a crew transitions to a task/sub-task identified as "TRAINING" in the JPRL and is not intended for evaluation, the evaluator may brief the task/subtask accomplished when the crew member identifies the requirement to transition.

4.1.9.9. An evaluator only observes one evaluatee when administering an initial or upgrade evaluation.

4.1.9.10. (Added-14AF) There are up to four key participants in evaluations: Evaluator, evaluatee, evaluation augmentee, and scenario support personnel. Trainees will not be used as scenario support personnel or evaluation augmentees.

4.1.9.10.1. (Added-14AF) Evaluation augmentees are personnel who support an evaluation as a member of the crew but are not under formal evaluation. Do not complete a 14 AF Form 6 for evaluation augmentees. Evaluation augmentees provide information and assistance to evaluatees at the level normally expected during real-world day-to-day operations. Evaluators will explain the level of crew support expected from evaluation augmentees prior to the start of the evaluation. Evaluators will record deviations by evaluation augmentees, via MFR, and forward the MFR to the Squadron/Detachment CC or Operations Officer/Detachment Chief immediately for possible corrective actions. MFRs will be filed in section one of the individual's IQF. If deviations would have resulted in an unqualified rating during an evaluation the Squadron/Detachment CC or Operations Officer/Detachment Chief will immediately place the evaluation augmentee in restricted status.

4.1.9.10.2. (Added-14AF) Scenario support personnel. Individuals who support an evaluation, but are not evaluators or evaluation augmentees. Scenario support personnel may have a copy (or a subset) of the script and respond to evaluation inputs. They provide external agency inputs as scripted in the scenario. If an expected response is not scripted, scenario support personnel will coordinate any response with evaluator personnel prior to providing a response and will not provide more than what would normally be available. This information will always be consistent with technical orders, operations manuals, HHQ instructions, and the information specified in the script.

4.1.10. Real World Evaluations:

4.1.10. (14AF) Document all real-world deficiencies committed during evaluations as evaluation errors.

4.1.10.1. If the evaluatee does not react to situations requiring immediate crew response to prevent personnel injury, damage to equipment, or continue the mission without degradation, the following will apply:

4.1.10.1.1. If the evaluatee is not in position to note a real world status change, the evaluator will immediately bring it to their attention. Do not assess a deficiency for bringing the status change to the evaluatee's attention.

4.1.10.1.2. If the evaluatee is in position to note a real world status change, but does not act, the evaluator will immediately bring it to his/her attention. If in the opinion of the evaluator, the individual had sufficient time to observe the status change and failed to recognize or take appropriate action, assess the appropriate deficiency.

4.1.10.2. For real world evaluation situations not covered by paragraph [4.1.10.1.](#) and the evaluatee doesn't react, apply the following:

4.1.10.2.1. If the evaluatee is in position to note a real world status change, and if the response has an associated time standard, bring the status change to their attention after the time standard has elapsed and assess the appropriate deficiency.

4.1.10.2.2. If the evaluatee is in position to note a real world status change, and if the response has no associated time standard, bring the status change to their attention after evaluation phase termination and assess the appropriate deficiency.

4.1.11. Evaluation Scenario Termination. Normally, once an evaluation is started, all efforts will be made to complete the evaluation.

4.1.11.1. Early Evaluation Termination. Evaluations terminated before the scripted end may be completed from the point activity was stopped or completely reaccomplished. Terminate an evaluation when:

4.1.11.1.1. An evaluatee or evaluator becomes injured or ill.

4.1.11.1.2. Operational or maintenance activity unduly interferes with the evaluation.

4.1.11.1.3. Higher headquarters actions prevent completion of the evaluation.

4.1.11.1.4. Evaluatee actions prevent completion of scripted events.

4.1.11.2. Normal Evaluation Termination:

4.1.11.2.1. Do not terminate the evaluation of a crew member receiving a qualified rating, but placed on restricted status after completion of the first phase of a two-phase evaluation (by Squadron CC or Operations Officer).

4.1.11.2.2. Evaluators may terminate two-phase evaluations after completing the first phase and the evaluatee committed enough errors to be rated unqualified.

4.1.11.2.3. Reconfigure equipment used in support of the scenario and notify participating agencies.

4.1.11.2.4. If potential exists for the crew member in an operational environment to be rated UQ or placed in restricted status, the evaluator must ensure the evaluatee is supervised by an instructor or evaluator certified in the same task(s) until the evaluatee's qualification status is determined or a CMR crew member relieves the evaluatee. The instructor/evaluator providing supervision may not be a member of the on-duty crew.

4.1.12. Post-Evaluation Actions:

4.1.12.1. Upon completion of an evaluation, evaluators will determine what, if any, errors were committed, resolve any evaluation issues, document evaluation results, debrief the evaluation, then recommend training and/or certification for the evaluatee, as required.

4.1.12.2. Deviations from proper procedures fall into one of three error categories: critical, major or minor. Assess errors (regardless of impact) IAW the following definitions/examples, the METER and NAF supplements. Momentary mistakes due to status monitoring, inadvertent actions, or miscalculations that are immediately corrected, and do not result in system degradation, may be recoverable to a lesser severity of error. If an error is not listed, or a situation exists that may require an exception to the error, contact the appropriate NAF for guidance.

4.1.12.2. (14AF) Match incorrect action(s) against specific error examples. If the incorrect action is not specifically listed as an example, match the action against the error definition. Do not assess an error when the evaluation script inadvertently leaves no viable alternative to the evaluatee(s). This is a presentation error. If necessary to meet task requirements, re-evaluate the task at a later time. 14 AF/OV is the OPR for error assessment guidance for those items not listed in the AFSPCI 36-2202 or this supplement. OGVs will contact 14 AF/OV if assistance is required.

4.1.12.2.1. Critical Error. A mission-critical error determines the crew member is rated UQ and may not perform unsupervised operations duty until successful completion of an subsequent evaluation. Assess a critical error when evaluatee actions result or would reasonably be expected to result, in operational mission failure, endangerment of human life, serious injury or death. Critical error examples for all missions are as follows:

4.1.12.2.1.1. Failure to comply with warnings, or T.O. safety precautions that could reasonably be expected to result in endangerment of human life, serious injury or death. (EXCEPTION: 20 AF Only. When accomplishing assigned operational wartime mission or after receipt of an execution message, assess a major error for deviations that would endanger human life or result in death).

4.1.12.2.1.2. Allowing or requesting the weapon system to be taken off-line, when not required.

4.1.12.2.1.3. Failure to initiate, direct or coordinate corrective actions to restore a system outage to perform the assigned mission. This includes failure to note or report indications of a system becoming non-operational. A system is defined as a launch control center, satellite operations center, ground station, launch vehicle, ICBM sortie, satellite, etc. (EXCEPTION: 20 AF only. For ICBM sortie, after receipt of an execution message, assess a major error).

4.1.12.2.1.4. Unnecessary shutdown of an operations/launch control center (20 AF only: with or without launch capability). (EXCEPTIONS: Spacelift only. Following launch scrub, assess a major error. 20 AF only. Following execution of all squadron ICBMs assess a major error.)

4.1.12.2.1.5. Violation of two person concept or no-lone zone requirements. This includes failure to report violations of two person concept or no-lone zone requirements.

4.1.12.2.1.6. (Added-14AF) Failure to perform a search and secure or relay a threat to authorities after receiving a bomb threat.

4.1.12.2.1.7. (Added-14AF) Missile Warning Mission:

4.1.12.2.1.7.1. (Added-14AF) Failure to report any valid missile event within HHQ time constraints. This includes accurate and timely voice reporting, when required. Failure to release high speed report for any valid missile event that meets the release criteria of a valid missile event, or tasked theater Area of Interest (AOI) within HHQ time constraints. Assess a critical error for failure to activate the First Detect First Report (FDFR) net within HHQ time constraints.

4.1.12.2.1.7.2. (Added-14AF) Failure to pass a correct site report or Theater Event System (TES) voice net report within HHQ time constraints or local constraints (if no HHQ standards exist).

- 4.1.12.2.1.7.3. (Added-14AF) Transmission of an anomalous event or events when human intervention was required for transmission or failure to take action to prevent the transmission of missile warning data after the determination is made that the data is anomalous. Anomalous theater ballistic missile events sent over theater data lines will not be assessed an error unless cancellation messages are not relayed to end users via data and voice communication lines within HHQ requirements.
- 4.1.12.2.1.7.4. (Added-14AF) Failure to report a Nuclear Detection (NUDET) within HHQ time constraints. (Note: This does not include OPREP-3 reporting.)
- 4.1.12.2.1.7.5. (Added-14AF) Transmission of an anomalous NUDET report.
- 4.1.12.2.1.7.6. (Added-14AF) Failure to provide required missile warning coverage within HHQ specified time limits.
- 4.1.12.2.1.7.7. (Added-14AF) Any action or inaction which causes or would cause the unauthorized dissemination of exercise or test data.
- 4.1.12.2.1.7.8. (Added-14AF) Failure to pass correct VOICETELL information to Missile Warning Center (MWC), when VOICETELL is the primary Launch and Predicted Impact (L&PI) data source (no L&PI data via data lines). Assumes the failure to correct the errant input prior to terminating the phone connection.
- 4.1.12.2.1.8. (Added-14AF) Space Surveillance Mission:
 - 4.1.12.2.1.8.1. (Added-14AF) Failure to take action to obtain or report required observational data on a New Foreign Launch prior to generation of ELSET 1. Required observational data is defined as metric observations and Space Object Identification (SOI) data.
 - 4.1.12.2.1.8.2. (Added-14AF) Failure to take action to obtain or report required observational data on any Category 1 object.
 - 4.1.12.2.1.8.3. (Added-14AF) Failure to take action to obtain or report required observational data on an Early Orbit Determination (EODET) object.
- 4.1.12.2.1.9. (Added-14AF) Satellite Control Mission:
 - 4.1.12.2.1.9.1. (Added-14AF) Incorrect actions, or failure to accomplish actions, or operational requirements during commanding, tracking, telemetry analysis, mission planning, scheduling, or ground system configuration which results or would result in:
 - 4.1.12.2.1.9.1.1. (Added-14AF) Degradation to a satellite that shortens the life of satellite components or subsystems, or corrupts the attitude.
 - 4.1.12.2.1.9.1.2. (Added-14AF) Damage or corruption of ground system components, which cause mission failure.
 - 4.1.12.2.1.9.1.3. (Added-14AF) Failure of satellite to carry out any portion of its assigned mission (e.g., navigation, communication, launch detection) and the user is impacted.
 - 4.1.12.2.1.9.2. (Added-14AF) Failure to meet satellite requirements as outlined in the Orbital Requirements Document or Satellite Systems Requirements, and the user is impacted.

4.1.12.2.1.9.3. (Added-14AF) Failure to retrieve mission critical data during a pass.

4.1.12.2.1.10. (Added-14AF) Spacelift Mission:

4.1.12.2.1.10.1. (Added-14AF) Failure to provide mandatory launch, range, or safety support.

4.1.12.2.1.10.2. (Added-14AF) Launch of a space launch vehicle when conditions are unacceptable (unsafe, non-operational, or condition unknown).

4.1.12.2.1.10.3. (Added-14AF) Failure to launch a properly functioning vehicle during the scheduled launch window, when conditions are acceptable.

4.1.12.2.1.10.4. (Added-14AF) Failure to take destruct action when necessary or inappropriate use of destruct action.

4.1.12.2.1.10.5. (Added-14AF) Jeopardizing or damaging flight or support hardware that leads or would lead to mission failure.

4.1.12.2.2. Major Error. Assess a major error when evaluatee actions result, or would reasonably be expected to result, in degradation to the operational mission or personnel injury. Major error examples for all missions are as follows:

4.1.12.2.2.1. Exceeding an asterisked level A time standard, unless listed under para [4.1.12.2.1](#).

4.1.12.2.2.2. Failure to comply with cautions or T.O. safety precautions not covered by para [4.1.12.2.1.1](#).

4.1.12.2.2.3. Failure to maintain optimum or established system configuration resulting in a mission degradation or degradation to a redundant system.

4.1.12.2.2.4. Failure to verify equipment configuration and/or operability upon return from maintenance or testing.

4.1.12.2.2.5. Failure to report a change in system status or correct change in system status, systems capability, or operations capability.

4.1.12.2.2.6. Failure to ensure adequate security measures:

4.1.12.2.2.6.1. Physical Security. Example includes improper handling of a duress situation.

4.1.12.2.2.6.1. (14AF) Another example is making a security-related PA during a duress situation. Duress situations do not assume loss of life or mission.

4.1.12.2.2.6.2. Communications Security. Examples include: Losing control of COMSEC materials, compromise or possible compromise of COMSEC materials, and failure to report compromise to a responsible agency.

4.1.12.2.2.6.3. Information and Operations Security. Examples include: loss of control of classified and passing classified information over an unsecure line. (EXCEPTION: 20 AF only. After SIOP execution, passing classified over an unsecure line will be assessed a minor error.)

4.1.12.2.2.7. Failure to process emergency action messages as follows:

4.1.12.2.2.7.1. Failure to react, properly copy, decode, validate, or authenticate an emergency action message.

4.1.12.2.2.7.2. Relaying an incorrect item from an emergency action message.

4.1.12.2.2.8. Failure to accomplish an operational report within established time limits, submitting an incorrect operations report (minor typographical errors do not warrant a major error), or incorrect sortie status in a launch report. Only reports related to mission accomplishment are included (for example, Special Track Report, Early Orbit Determination).

4.1.12.2.2.8. (14AF) Failure to upchannel OPREP-3 report information when required. For OPREP-3 reports, information must be relayed in accordance with local procedures for passing reportable information, including all identified key elements of the report (e.g., report type and applicable rule number).

4.1.12.2.2.9. Failure to pass an attainment report or exception report, when required.

4.1.12.2.2.10. Failure to note indications of mission degradation. This includes taking necessary corrective actions to restore system capabilities to perform assigned mission. A system is defined as a launch control center, satellite operations center, ground station, launch vehicle, ICBM sortie, satellite, etc.

4.1.12.2.2.11. Significant lack of proficiency in a task

4.1.12.2.2.11. (14AF) Assess a major error when one of the following occurs: An evaluatee requires an inordinate amount of support from other crewmembers to correctly accomplish a task for which they are primarily responsible or an evaluatee satisfies task requirements, but clearly demonstrates a severe lack of knowledge/proficiency on how the task is properly accomplished (i.e., an evaluatee arrives at the correct end result, but does not demonstrate a clear methodology for achieving the end result). This error is to be applied using sound evaluator judgment and is not intended to replace existing error definitions. **Paragraph 4.1.12.2.2.11.1. (Added)** through **paragraph 4.1.12.2.2.11.3. (Added)** provide examples of when to assess and when not to assess a major error for a significant lack of proficiency.

4.1.12.2.2.11.1. (Added-14AF) A crew is required to isolate a fire within the operations room and takes incorrect isolation actions. However, their incorrect actions encompass the correct procedure and the original fire is isolated. The crew does not violate TEPS and damages no equipment in the process. The crew manages to get the end result, but is not proficient in the task of correctly fighting a fire. This is an appropriate situation to apply a major error for lack of proficiency.

4.1.12.2.2.11.2. (Added-14AF) An evaluatee receives the duress word during a phone call. Initially, the evaluatee does not recognize the duress word. However, after discussing the phone conversation with other crewmembers, they determine the duress word was passed. The evaluatee then proceeds to proficiently accomplish all tasks associated with the security event. This is not an example of a major error for proficiency.

4.1.12.2.2.11.3. (Added-14AF) An evaluatee receives a system anomaly that results in an OPSCAP change. The evaluatee correctly accomplishes all steps associated with

the task, but passes an incorrect OPSCAP. The evaluatee clearly displayed a sound understanding of the process to determine OPSCAP, but inadvertently passed the incorrect OPSCAP. This is not an example of a major error for proficiency.

4.1.12.2.2.12. Any action that results in damage to equipment which does not meet the criteria of a critical error.

4.1.12.2.2.13. (Added-14AF) Failure to pass the correct system status (other than OPSCAP) or information to a command and control agency when the error results in, or would result in, significant impact to unit mission accomplishment. The term “agency” is not limited to Space AOC/Wing Operations Centers, but includes any organization or individual(s) within Air Force Space Command and United States Strategic Command reporting chains.

4.1.12.2.2.14. (Added-14AF) Failure to report change in OPSCAP within higher headquarters time requirements. Applies to OPSCAP reports that go from Green or Yellow or Red, or from Yellow to Red. All other late OPSCAP reports will be assessed as minor errors.

4.1.12.2.2.15. (Added-14AF) Missile Warning Mission:

4.1.12.2.2.15.1. (Added-14AF) Passing more than one unnecessary correction to a site report or TES voice report, but passing the correct site report or TES voice report within HHQ’s time constraints.

4.1.12.2.2.15.2. (Added-14AF) Failure to pass required amplification data during normal site reporting, when the amplification is different from information sent via data lines.

4.1.12.2.2.15.3. (Added-14AF) Transmission of a single anomalous event indicating when human intervention is required to transmit the event.

4.1.12.2.2.15.4. (Added-14AF) Failure to pass correct VOICETELL information to MWC, when VOICETELL is a secondary L&PI data source (L&PI data received by MWC through data lines). Assumes the failure to correct the errant input prior to terminating the phone connection.

4.1.12.2.2.15.5. (Added-14AF) Passing incorrect correlated information when responsible for TES Summarization Voice report.

4.1.12.2.2.16. (Added-14AF) Space Surveillance Mission:

4.1.12.2.2.16.1. (Added-14AF) Failure to take action to obtain or report required observational data on a category 2 object.

4.1.12.2.2.16.2. (Added-14AF) Failure to take action to obtain or report required observational data on deorbits, positive/negative satellites, or special tasking satellites.

4.1.12.2.2.17. (Added-14AF) Satellite Control Mission: Incorrect actions, unnecessary delay in completing actions or failure to accomplish actions during commanding, tracking, telemetry analysis, mission planning, scheduling, or ground system configuration that results in or would result in:

- 4.1.12.2.2.17.1. (Added-14AF) Corruption of payload mission data or capability that degrades operational requirements but does not cause satellite or mission failure.
- 4.1.12.2.2.17.2. (Added-14AF) Degradation of operational requirements but does not cause satellite or mission failure. Anomaly resolution precludes the need to accomplish original support requirements; although the original support requirements must be met within published requirement windows. If prioritization will result in failure of the published requirement window, then prior coordination with the appropriate agency is required.
- 4.1.12.2.2.17.3. (Added-14AF) Incorrect, non-standard or unplanned satellite configuration that results, or would result in, degradation to an operations mission or damage to the vehicle. Assess a critical error if it results or would result in loss of payload or mission data.
- 4.1.12.2.2.17.4. (Added-14AF) Failure to detect an out of limit condition or confirm a required telemetry condition. If out of limits condition results or would result in satellite failure, assess a critical error.
- 4.1.12.2.2.17.5. (Added-14AF) Failure to transmit a required command, transmission of an incorrect or unnecessary command to a satellite, or a command for which approved operational procedures do not exist. Assess a critical error if the commanding results or would result in loss of payload or mission data, or meets the conditions in **paragraph 4.1.12.2.1.9.1. (Added)**
- 4.1.12.2.2.17.6. (Added-14AF) Damage or corruption of ground system components, which degrades the operational system but does not cause mission failure.
- 4.1.12.2.2.17.7. (Added-14AF) Failure to meet requirements set forth in unit documentation (e.g., incorrect action that resulted in a failed support), and the user is not impacted.
- 4.1.12.2.2.17.8. (Added-14AF) Failure to establish or maintain nominal ground system configuration resulting in system degradation.
- 4.1.12.2.2.17.9. (Added-14AF) Failure to take appropriate actions to prevent loss of redundant components to a satellite or ground system, to include Schriever AFB Secure Voice, which impacts OPSCAP.
- 4.1.12.2.2.17.10. (Added-14AF) Failure to retrieve required telemetry from the satellite to complete State of Health according to unit documentation. Failure to verify required telemetry points as a result of satellite commanding.
- 4.1.12.2.2.17.11. (Added-14AF) Incorrect action that leaves or puts a satellite or ground system in a configuration other than what was originally planned. Condition will not be corrected prior to impact on OPSCAP.
- 4.1.12.2.2.18. (Added-14AF) Spacelift Mission:
- 4.1.12.2.2.18.1. (Added-14AF) Actions causing unnecessary hold or hold extensions.
- 4.1.12.2.2.18.2. (Added-14AF) Causing an unnecessary recycle of terminal count.

4.1.12.2.2.18.3. (Added-14AF) Jeopardizing or damaging flight or support hardware that leads or would lead to mission degradation.

4.1.12.2.2.18.4. (Added-14AF) Actions or failure to act resulting in failure to meet non-mandatory launch, range, or safety support.

4.1.12.2.2.18.5. (Added-14AF) Failure to provide correct launch flight status to aircraft or Launch Correlation Unit.

4.1.12.2.2.18.6. (Added-14AF) Failure to call a hold within TEPS timing standard.

4.1.12.2.3. Minor Error. All other incorrect actions fall into this category. Minor error examples for all missions are as follows:

4.1.12.2.3.1. Any procedural error, omission, or deficiency which is not significant enough to meet critical or major error criteria.

4.1.12.2.3.2. Lack of proficiency which is not significant enough to meet critical or major error criteria.

4.1.12.2.3.3. Lack of knowledge. Use this when evaluatees display a lack of knowledge on a procedural task that is not significant enough to meet critical or major error criteria.

4.1.12.2.3.4. (Added-14AF) Failure to pass correct system status or information to a command and control agency, which is not significant enough to meet the criteria for a major error.

4.1.12.2.3.5. (Added-14AF) Missile Warning Mission:

4.1.12.2.3.5.1. (Added-14AF) Failure to notify the command and control agency of significant interference, when required.

4.1.12.2.3.5.2. (Added-14AF) Failure to investigate the source of interference or take appropriate countermeasures. If system is unable to perform mission, assess a critical error.

4.1.12.2.3.5.3. (Added-14AF) Failure to properly authenticate verbal directions, when required.

4.1.12.2.3.5.4. (Added-14AF) Failure to pass correct VOICETELL information to MWC, but corrects the errant VOICETELL information prior to terminating the phone connection.

4.1.12.3. Identify, assess, and document errors upon completion of each phase of an evaluation.

4.1.12.3.1. Error determination must be based upon the actions/inactions of the evaluatee. Script scenario and sequence will not affect the correctness of an evaluatee's performance.

4.1.12.3.2. When the evaluatee causes a script deviation and an error results, assess the error.

4.1.12.3.3. Do not assess an error when the evaluatee incorrectly responds to erroneous status due to equipment failure or evaluator error. However, there may be reasons for recommending training and/or restricted status to ensure identified deficiencies are remedied.

4.1.12.3.4. (Added-14AF) When an evaluatee commits the same error (identical stimuli and subtask) multiple times during an evaluation, assess only one error. Additionally, when the same mistake is made on the same checklist step, consider multiple errors as one error.

4.1.12.3.5. (Added-14AF) Base error assessment on HHQ and/or local standards. In the absence of HHQ standards, the local standard becomes the sole basis for error determination. Additionally, base error assessment on the actions and known status at the time the error occurred. Future actions and status not presented at the time the error occurred are irrelevant and will not be used as a “script save” or to excuse consummated errors. For example, if a bomb threat is scripted and an evaluatee takes no action, the error must be based on the status known at the time of presentation regardless of whether or not later in the script it turns out to be a false or real threat.

4.1.12.3.6. (Added-14AF) The standard of the task is the basis for assessing an evaluatee’s action to stimuli. When the standard doesn’t provide sufficient guidance, base the expected actions on the most likely or most probable set of conditions. Failure to meet the standard can be associated with failure to recognize or ignoring stimuli that is presented, or simply being unable to perform the task.

4.1.12.3.7. (Added-14AF) Do not assess errors resulting from the “snowball” effect. If one error leads directly to or causes subsequent errors, assess only the initial error.

4.1.12.3.8. (Added-14AF) Evaluators assess an error when an individual fails to perform a step, action, or procedure correctly, or within established time standards.

4.1.12.3.9. (Added-14AF) Assess an error against all evaluatees who are trained in a task, have the responsibility and opportunity to detect and correct the error, but fail to act.

4.1.12.3.10. (Added-14AF) If an evaluatee is dual or multi-position qualified in mission ready positions, and commits enough errors on tasks common to one or more position to meet the UQ criteria, restrict the crewmember in each affected position.

4.1.12.3.11. (Added-14AF) Do not evaluate or assess errors based on the evaluatee’s ability to cope with simulation limitations or their ability to participate in exercises. Evaluations are meant to assess an individual’s ability to perform CMR tasks in real world conditions.

4.1.12.3.12. (Added-14AF) Do not assess an error against more than one subtask.

4.1.12.3.13. (Added-14AF) Do not assess an error against a checklist WARNING, CAUTION, or NOTE if associated with a particular checklist step. Assess the error against the related checklist step.

4.1.12.3.14. (Added-14AF) When the error is determined to be the result of incorrect training, the error is still assessed. The training section is immediately tasked to correct the training or provide ST, if required, to correct the training deficiency.

4.1.12.3.15. (Added-14AF) Coordination is required on all 14 AF Forms 6. Use the coordination blocks, at the bottom of the form, to have the appropriate individuals coordinate. The NCOIC of Stan/Eval or the senior evaluator for the applicable weapon system may coordinate if the Chief of Stan/Eval is unavailable. Notify training section for coordination of deficiencies within 3 days of the evaluation. The NCOIC of Training, or the senior instructor for the applicable weapon system may coordinate if the Chief of Training is unavailable. If the individual’s

supervisor is unavailable (leaves, TDYs, deployment, etc.) the Flight/Crew Commander may coordinate, as the unit deems appropriate. The Squadron/Detachment CC or Operations Officer/Detachment Chief for the system where the evaluation was administered will always coordinate on the Form 6.

4.1.12.4. Use the Deficiency Codes in paragraph 2.2. to describe why an evaluatee committed an error.

4.1.12.5. Determine and document the overall evaluation rating.

4.1.12.6. Debrief. The debrief provides feedback to the evaluatee and training program.

4.1.12.6.1. Evaluation results are briefed to the supervisor, Commander or Operations Officer, and the Chief of Stan/Eval as soon as practical after each phase.

4.1.12.6.1.1. The Commander or Operations Officer determines corrective action (e.g., self-study, individual training) and any follow-on evaluation requirements for errors which do not result in a UQ rating. As a minimum, individual training and a special evaluation are required for evaluations rated UQ; however, the Commander or Operations Officer may direct/request additional training and evaluation regardless of rating.

4.1.12.6.1.2. Debrief the evaluatee on performance results after debriefing the supervisor, Commander or Operations Officer, and Chief of Stan/Eval. During extended absences, these individuals may appoint designated representatives to perform this responsibility. Brief overall evaluation rating upon completion of all phases of an evaluation.

4.1.12.6.1.3. Debrief the evaluatee. Include discussion of positive performance, strengths, any noted deficiencies, probable causes and direct/indirect impacts to the mission, personnel and other organizations.

4.1.12.6.1.4. Within 3 duty days of completion of an evaluation phase, provide written deficiency reporting to the training section.

4.1.13. Evaluation Documentation.

4.1.13.1. Evaluation Documentation. Evaluation documentation is required for each CMR or BMR individual. Evaluation documentation provides a means to identify trends, to track individual performance, and serves as a key feedback and training program tool. It provides performance feedback to the individual's supervisor.

4.1.13.2. Use a Corrective Action Worksheet (CAW)/evaluation report to document details of administered evaluations/observations. The design of the CAW/evaluation report may be standardized at the NAF or wing level. The following information will be included on the CAW/evaluation report:

4.1.13.2.1. Document all errors. It is important to credit errors against the appropriate JPR. Document the error against the JPR to which the error is attributed. Use the following guidance:

4.1.13.2.1.1. If a crew member recognizes the status change but fails to perform a required task/subtask, document the error against the task/subtask that should have been performed.

- 4.1.13.2.1.2. If a crew member recognizes the status change but performs the wrong task/subtask, document the error against the task/subtask that should have been performed. However, give task/subtask credit for the task/subtask that was performed.
- 4.1.13.2.1.3. If a crew member does not recognize a status change and a resulting task/subtask requirement, document the error against the required task/subtask.
- 4.1.13.2.1.4. When the task/subtask being performed directs transition to another task/subtask, and the evaluatee fails to perform the subsequent task/subtask (or fails to identify the requirement to transition), document the error against the task/subtask that directed the transition.
- 4.1.13.2.1.5. If a crew member performs an unnecessary task/subtask, which causes or results in an error, document the error against the task/subtask being performed when the unnecessary action was taken.
- 4.1.13.2.2. List all (scenario and real world) tasks and subtasks exposed during the conduct of each evaluation. If the evaluatee performs any portion of a task (scripted or not) and could be assessed an error, document task credit for that task or subtask. Technical data, MAJCOM and Air Force directives identify the performances associated with specific tasks and subtasks.
- 4.1.13.2.3. Delinquency date (when applicable).
- 4.1.13.2.4. Provide a place for the Commander or Operations Officer to document his/her decisions about corrective action, restricted status or subsequent evaluations as a result of the evaluation.
- 4.1.13.2.5. Document evaluation errors where the cause is readily apparent. Identify the cause of the errors rather than just the result. Attempt to make all error descriptions unclassified. Accurate error documentation helps determine the deficient task or subtask and provides instructors enough information to effectively correct the deficiency.
- 4.1.13.2.6. During higher headquarters administered evaluations, the administering headquarters will identify errors in writing to the unit.

Chapter 5

NEW OR UPGRADE SYSTEM REQUIREMENTS

5.1. Requirements. For non-existent or upgraded space and missile systems, the unit training office and standardization and evaluation office will develop programs as described in AFH36-2235, Vol. 11, AFSPCI10-1202, and within this instruction. The following activities must be accomplished by the responsible AFSPC organization to insure a smooth transition from program development to the Initial Operational Capability (IOC) of new or upgraded space and missile systems.

5.1.1. The unit training office will coordinate with the appropriate OSS (training office) for specific requirements for planning a new training program to include a validation plan and program approval strategy.

5.1.2. The unit standardization and evaluation office will coordinate with the OGV for specific requirements for planning a new evaluation program to include a validation plan and program approval strategy.

5.1.3. The unit commander or Operations Officer will appoint a limited number of Subject Matter Experts (SMEs) in writing to develop technical documentation, training and evaluation materials, and to conduct CMR training and evaluations. Document SME appointment on the individual's AFSPC Form 91. Forward memorandum designating individual SMEs directly to HQ AFSPC/DOTT.

5.1.3. (14AF) List position(s) and task(s) for which the SME is being appointed.

5.1.3.1. SMEs appointed for new or upgrade systems are not required to accomplish the UQT they developed; however, they must accomplish contractor provided Type 1 training if available.

5.1.3.2. SMEs who conduct CMR training/evaluations or initial (post Initial Operational Capability (IOC)) system operations are temporarily designated CMR. To maintain CMR status they must complete a recurring evaluation within 60 calendar days from removal from SME status or 90 calendar days after system is declared IOC (whichever is sooner).

5.1.4. All items pertaining to training/evaluation programs will be tracked until completed as required by the validation and/or program approval strategy plan.

5.1.5. Both training and evaluation offices must follow guidance or be in compliance with AFSPCI10-601, ***Declaration of IOC and Full Operational Capability (FOC)***.

5.1.6. (Added-14AF) Prior to IOC, a new system does not have an operational mission; therefore, the requirements for MR training, evaluation, and standardization programs do not apply. Units must show progress in achieving the goals as established by this instruction and must have programs in place by IOC IAW AFSPCI 10-1202, ***Crew Force Management***, AFSPCI 36-2202 and their supplements.

5.1.7. (Added-14AF) The following paragraphs establish guidance for individuals designated SME.

5.1.7.1. (Added-14AF) SME appointment does not require a certification briefing.

5.1.7.2. (Added-14AF) Qualifications:

5.1.7.2.1. (Added-14AF) If an instructor/evaluator certification program exists at the squadron, individuals appointed SME who conduct CMR training or evaluations must be certified

and current as an instructor/evaluator at the time of appointment and maintain instructor/evaluator currency during the entire period they are appointed SME.

5.1.7.2.2. (Added-14AF) If an instructor/evaluator certification program does not exist, individuals appointed SME who conduct CMR training or evaluations will be designated as an instructor or as an evaluator. Individuals will maintain this designation until the appropriate CMR programs are developed, coordinated and validated, and the initial cadre of crewmembers are certified, or they complete a formal instructor/evaluator certification program. Individuals who have not completed the instructor/evaluator certification program, at the time of removal from SME status, are not authorized to conduct additional instruction/evaluation.

5.1.7.3. (Added-14AF) Once training programs are established, SMEs and non-SMEs will complete any unit training, for example: RT and ST.

5.1.7.4. (Added-14AF) CMR Status. Appointment as SME does not affect training or evaluation requirements for other CMR positions in which a person is currently certified.

5.1.7.4.1. (Added-14AF) For squadrons about to reach IOC, individuals designated as SMEs for a position may also be designated CMR the day the squadron becomes IOC.

5.1.7.4.2. (Added-14AF) For squadrons about to reach IOC, individuals designated as SMEs for only a portion of the training/evaluation program may not be designated CMR and fall under the same requirements as the rest of the crew force. A certification brief will be required after program completion.

5.1.7.5. (Added-14AF) SME Evaluations and delinquency dates.

5.1.7.5.1. (Added-14AF) For established systems, SMEs do not require an evaluation in the specific task or position they are designated SME (if already CMR in same position). Once removed from SME status, the individual will revert to the normally established delinquency date.

5.1.7.5.2. (Added-14AF) If an individual is removed from SME status prior to IOC, then the individual falls under the same requirements as the rest of the crew force.

5.1.7.6. (Added-14AF) Removal from SME status:

5.1.7.6.1. (Added-14AF) The Squadron/Detachment CC or Operations Officer/Detachment Chief removes an individual from SME status in writing. This will be documented on AFSPC Form 91.

5.1.7.6.2. (Added-14AF) Remove individuals from SME status for the following reasons:

5.1.7.6.2.1. (Added-14AF) Failure to maintain appropriate level of job proficiency.

5.1.7.6.2.2. (Added-14AF) Programs are developed, coordinated, and validated and the initial cadre of instructors/evaluators and/or crewmembers are certified.

5.1.7.7. (Added-14AF) Restricted Status. During periods of restriction, SMEs will not instruct or evaluate members in tasks for which they are designated SME. Place individuals in restricted status, as a SME, for the following reasons:

5.1.7.7.1. (Added-14AF) Failure to complete RT for the specific position designated SME.

5.1.7.7.2. (Added-14AF) Failure to maintain currency as an instructor/evaluator when currency requirements exist.

5.1.7.8. (Added-14AF) Removal from restricted status. Follow guidance in AFSPCI 10-1202 and the 14 AF Supplement for removing individuals from restricted status.

5.1.8. (Added-14AF) CMR Evaluations and delinquency dates:

5.1.8.1. (Added-14AF) Evaluations conducted prior to Initial Operational Capability (IOC) are valid to calculate delinquency dates, provided the evaluation materials are compliant with AFSPCI 36-2202 and this supplement.

5.1.8.2. (Added-14AF) If evaluation material used prior to IOC is not compliant with AFSPCI 36-2202 and this supplement, individuals evaluated using those scenarios must be reevaluated prior to conducting real-world operations after IOC declaration. Only reevaluate individuals on tasks deemed non-compliant. Calculate the delinquency date based on when the individual successfully accomplishes the post IOC evaluation.

5.1.8.3. (Added-14AF) Medical Guidance for SMEs. SMEs must comply with medical requirements IAW AFSPCI 10-1202 and the 14 AF Supplement for 13SX and 1C6X personnel. DNIF guidance in AFSPCI 10-1202 and the 14 AF Supplement applies to personnel designated as SMEs.

Chapter 6

COMMAND CHANGE PROCESS TO AETC COURSE CURRICULA

6.1. Change Process:

6.1.1. All change requests originating from AFSPC units which are of a major nature (a request which drives changes in resources such as manpower, facilities, costing, etc) will be routed through the appropriate OSS or OG, then to HQ AFSPC/DOTT for coordination. No official direct communication with AETC training units is permitted except in gathering information necessary to properly staff the request. This does not preclude official feedback channels such as Graduate Assessment Survey, field evaluation questionnaires or field visits.

6.1.1.1. New training requirements/courses need to be submitted as major changes. HQ AFSPC/DOTT will request/convene an appropriate conference/workshop to develop new/revised course requirements (such as Course Training Standards). Do not conduct a conference/workshop without HQ USAF/XOSO and HQ AETC presence. The affected unit should also attend. Training standards/requirements will provide the basis for determining the resources (equipment, manpower, facilities, funding) required to support the change.

6.1.1.2. AFSPC/DOTT will coordinate with AFSPC/DR and AFSPC/DOO Program Element monitors (PEM) for funding and budget inputs.

6.1.2. Upon approval of a major change request by the headquarters, HQ AFSPC/DOTT will route the change to HQ USAF/XOSO. HQ USAF/XOSO will review and approve prior to routing to HQ AETC/DOO who will in-turn forward it to the appropriate 381 TRG training manager for action, with a courtesy copy to 2 AF/DO and the 381TRG/CC. The 381 TRG will analyze the request to determine the impact on manpower and training time and will return their recommendations to HQ AFSPC/DOTT for proper staffing (i.e., funding personnel, concurrence). HQ AFSPC/DOTT will notify the originating agency of the results of their request.

6.1.3. Changes to existing Specialty Training Standards and/or Course Training Standards require review and approval by the affected unit commander, through the appropriate OSS or group, for final review and approval by HQ AFSPC/DOTT prior to 381 TRG/CC approval, signature and publication.

6.1.4. AFSPC units (through their appropriate OSS or group to obtain a tracking number) may coordinate minor change requests directly with the 381 TRG, but only with the training manager of the appropriate training squadron. Minor changes are interpreted to mean those of an administrative nature or those which do not have significant impact on training curricula or resources. In each case, the 381 TRG will determine if the request is of a minor nature or needs to be elevated to either the major or significant category (see para 6.1.1. above). If the request is minor, the 381 TRG will implement the change at the earliest opportunity.

6.1.5. Changes originating from the 381 TRG training managers will be forwarded to the affected OSS or group for action, with a courtesy copy to HQ AFSPC/DOTT. Once the review is complete and OSS or group concurrence has been given, the change will be routed back through HQ AFSPC/DOTT for approval IAW paras 6.1.2. and 6.1.3.

6.1.6. Deletions of 381 TRG courses are reviewed, approved, and forwarded by HQ AFSPC/DOT to HQ USAF/XOSO for review and approval prior to routing to HQ AETC/DOO. Request for course deletions must be forwarded from the appropriate group commander.

Chapter 7

PRESCRIBED FORMS

7.1. Forms Prescribed. AFSPC Form 91, **Individual's Record of Duties and Qualification**. AFSPC Form 91A, **Record of Signatures**.

7.1. (14AF) Forms Prescribed. 14 AF Form 6, **Corrective Action Worksheet**. 14 AF Form 14, **Training Report**.

Chapter 8 (Added-14AF)

TRAINING EVALUATION METRICS ANALYSIS PROGRAM (TEMAP)

8.1. (Added-14AF) TEMAP. This program minimizes the impact of recurring training and evaluation program weaknesses on unit mission accomplishment by analyzing and correcting operational deficiencies noted during training, evaluation, and operations. A two-step process, the program requires units to first compile and then analyze data to determine the root cause of a deficiency. At minimum, operational deficiencies include documented personnel or "procedural" deviations during performance tests, frequently missed test questions, and real world deviations. The program applies to all squadrons with assigned CMR personnel and to units that instruct or evaluate CMR personnel on CMR tasks.

8.2. (Added-14AF) TEMAP Responsibilities. Collect and analyze evaluation, real world operations, and training data separately to prevent skewing of data. The key is, once all data is compiled, there must be a process to correlate the data to insure all avenues are explored before determining a Trend exists.

8.2.1. (Added-14AF) 14 AF/OV owns the TEMAP process and will make final determinations on all TEMAP related questions.

8.2.2. (Added-14AF) Wings will develop a TEMAP process consistent with the guidance in this supplement.

8.2.3. (Added-14AF) Operations Groups administer the TEMAP process. OGV sections will be the Point of Contact (POC) for reports. Groups will establish the number of exposures per script and the proper percentage of what constitutes an Area for Review (AFR) based on the number of exposures (use a statistically sound process during determination of exposures). Groups will determine when squadron reports are due. Groups need not coordinate solutions beyond the wing, but must forward a courtesy copy to the NAF. Reserve units must also forward a courtesy copy to the 10 AF/DO and AFRC/DO.

8.3. (Added-14AF) TEMAP Exposures. Count each shown task/subtask as one exposure per script. For example, regardless of how many times the script shows a missile launch, whether it is once or ten times, this will only count as one exposure per script. Only break down exposures to the subtask level.

8.4. (Added-14AF) TEMAP Deficiencies. There are two types of deficiencies, an AFR and a Trend. An AFR is a statistically relevant deficiency (based on the number of exposures) observed at unit level. A Trend is any deficiency identified across two or more squadrons (group level) or an AFR identified a second time during a one-year period (group/squadron level). The term "repeat area for review" is not a valid term and will not be used.

8.5. (Added-14AF) TEMAP Course of Action (COA). Execute COA to remedy and prevent the re-occurrence of an AFR or Trend. COA may include, but are not limited to, IT for crewmembers committing deviations or IT or ST to all crewmembers in affected positions. Additionally, training on the affected subtask may be accomplished during RT by incorporating the subtask into performance scenarios and knowledge tests.

8.5.1. (Added-14AF) The COA will correspond with the type of AFR or Trend. Typically, Trends require more extensive actions. For example: A subtask identified as an AFR may result in IT for only

those persons committing the errors. A subtask identified as a Trend for the subtask may require any or all of the following: Retraining of all crewmembers in the form IT or ST, changing the training program, changing operational procedures, or recommending changes to the UQT program. Use ST if it is discovered that the cause for the AFR/Trend is inaccurate or insufficient existing procedures. Administer the ST after developing new or updated procedures and IAW AFSPCI 36-2202.

8.5.2. (Added-14AF) Provide a rationale in the COA block of the TEMAP report when the group or squadron determines a Trend does not require actions beyond IT.

8.6. (Added-14AF) TEMAP Report. Each organizational level (group, squadron) will provide a report. 21st and 50th Operations Groups will provide quarterly reports. The reports will be due to 14 AF/OV no later than the last day of the first month of the next quarter. (For example, the first quarter report is due by 30 Apr.) 30th and 45th Operations Groups will provide semi-annual reports (due to the limited number of evaluations and real-world operations). The reports will be due to 14 AF/OV no later than 31 Jul and 31 Jan. The 614 SOPG is not required to submit TEMAP reports.

8.6.1. (Added-14AF) Reports include a cover memorandum or endorsement from the Operations Group CC or Deputy stating Trends noted, concerns regarding AFRs or Trends, and request(s) for 14 AF or HQ AFSPC assistance, if necessary. At a minimum, the report must include all data specified in [Attachment 4 \(Added\)](#).

8.6.2. (Added-14AF) 14 AF/OV may consolidate all group reports and forward to the 14 AF senior leadership. The report may consist of an executive summary and a chart reviewing the past four quarters' AFRs, Trends, and real-world deficiencies. 14 AF CC/CV may direct COAs based on the information provided.

Chapter 9 (Added-14AF)

STANDARDIZATION EVALUATION TEAM (SET) INSPECTIONS/STAFF ASSISTANCE VISITS (SAV)

9.1. (Added-14AF) Standardization Evaluation Team (SET). Inspections assess the readiness of space wing's assigned forces and to validate the wing's ability to conduct and support the mission. SET inspections are not an Inspector General (IG) function. The primary focus of the SET is to assess mission effectiveness and adequacy of operations focused programs. This includes use of SET special evaluations. As a compliance-oriented program review, the SET inspection focuses on key areas, such as, Crew Force Management, Operations Stan/Eval, Mission Ready Training Program and 14 AF identified HIIs. Each area is divided into sub-areas as identified in **paragraph 9.4.1. (Added)** or as directed by the 14 AF/OV. Units will be provided advance notice of specific areas to be inspected. The presence of 14 AF/OV evaluators for the purpose of maintaining CMR/BMR qualifications are not considered formal or informal inspections. While present, the unit may request the 14 AF evaluator to assist with the administration of local unit evaluations.

9.1.1. (Added-14AF) SET inspections are conducted at operational squadrons and detachments, as well as OSOTs and OGVs. During inspections, units will provide assistance with program reviews and evaluation administration. Additionally, units will provide IQFs (for record checks), local operating instructions and assistance during other inspection activities, as needed. Units will prepare binders with information as requested by 14 AF and have the necessary office supplies available for inspectors.

9.1.2. (Added-14AF) SET inspections are scheduled using a three-year cycle for all units. SET schedules will be coordinated with AFRC/IG, AFSPC/IGI and NGB (National Guard Bureau)/IG for deconfliction with IG activities and AFRC Unit Compliance Inspections. 14 AF/OV will provide the following year's inspection schedule to subordinate wings by 1 Jul of each year. Units will be given six months notice, minimum, prior to a SET inspection. SET inspections will not be scheduled within six months of a HQ AFSPC/IGI Operational Readiness Inspection (ORI) without first coordinating with the affected Wing CC. Wing CCs may request a SET inspection from 14 AF at any time. Subordinate units may request a SET inspection through their respective wing. ANG units may request a SET through their active duty operational parent wing as well as the unit's parent ANG wing.

9.1.2.1. (Added-14AF) 14 AF/OV will provide squadrons and associated group and wing level agencies with a notification message 60 calendar days prior to a scheduled SET inspection. This message will request squadron and group POCs provide general information about the inspection, special evaluation task requirements, and identify any additional inspection criteria. A follow-up message will be provided 30 calendar days prior to an inspection and provide specific details regarding the upcoming inspection to include team composition, briefing requirements, checklists to be used, support requirements, agenda coordination, etceteras. (ARC squadrons require six months prior notice of any additional inspection requirements).

9.1.3. (Added-14AF) SET manning will be composed primarily of 14 AF/OV evaluators/inspectors. Occasionally, augmentees may be requested from the MAJCOM, NAF, or another agency to assist with the inspection. Team size will vary based on the needs of a specific inspection and the size of the unit.

9.1.3.1. (Added-14AF) 14 AF/OV evaluators (active duty and ARC) will maintain qualification in a selected system unless circumstances approved by 14 AF/OV prevent this. If not co-located with the squadron, an individual will maintain BMR qualification. When co-located with the squadron, individuals will maintain CMR qualification. 14 AF/OV active duty and reserve evaluators attached to operational squadrons for the purpose of maintaining CMR/BMR qualifications report to, and are rated by, 14 AF/OV. ANG evaluators will continue to report to and be rated by their ANG squadron leadership.

9.2. (Added-14AF) SET Ratings. All squadrons are given a rating. Ratings are based on a five-tier rating system as defined in **paragraph 9.2.1.1. (Added)** through **paragraph 9.2.1.5. (Added)** Ratings for contractor-operated units are outlined in **paragraph 9.2.2. (Added)** through **paragraph 9.2.2.3. (Added)** Each overall area assessed will be given a rating. Sub-areas receive a subjective score that contributes to the overall area rating. This sub-area score will not be reflected in the final report. A squadron's final rating will be based on the compilation of all areas IAW **paragraph 9.3. (Added)** An operations group rating will be given based on group programs and, when evaluators are assigned, evaluations. An overall operations group rating will be provided based on consolidation of squadron and group results. Where inspections must be spread out over a period of time, the group ratings will be provided during the SET inspection of the group. The overall rating will be computed using subordinate squadron results added to group results.

9.2.1. (Added-14AF) Any squadron receiving a Marginal or Unsatisfactory rating in Mission Effectiveness will receive a re-evaluation from their respective OGV within six months of the SET inspection. The five tiers are defined as follows:

9.2.1.1. (Added-14AF) Outstanding: Performance and procedures in effect were nearly error-free and far exceeded all requirements. Serves as a model, which others should emulate.

9.2.1.2. (Added-14AF) Excellent: Performance and procedures in effect exceeded requirements and enhanced overall effectiveness.

9.2.1.3. (Added-14AF) Satisfactory: Performance and/or operations met mission requirements. Procedures and activities were carried out in an effective and competent manner. Resources and programs were efficiently managed. Minor deficiencies may have existed; however, they did not impede or limit mission accomplishment.

9.2.1.4. (Added-14AF) Marginal: Most requirements were met, but not in full compliance with directives. Performance and the effectiveness of the program were degraded by deviations from procedures.

9.2.1.5. (Added-14AF) Unsatisfactory: Deviations or omissions caused the function evaluated to be non-effective. Little compliance with appropriate directives was evident.

9.2.2. (Added-14AF) Ratings are given to contractor-operated units, but are not meant to endorse or disparage the quality of service provided by the contractor. Ratings are based on a three-tier rating system. SET inspections will be limited in scope, focusing on whether operational requirements are being met based on the Statement of Work (SOW) or the Performance Work Statements (PWS). Additionally, the SOW/PWS will be evaluated to ensure it meets the operational requirements and objectives of the 14 AF and the unit's mission. Each overall area assessed will be given a rating. Sub-areas receive a subjective score that contributes to the overall area rating. This sub-area score will not be reflected in the final report. The unit's final rating will be based on the compilation of all areas. 14 AF/

OV will coordinate these inspections with the applicable wing contractor oversight function to ensure no contractual interference. 14 AF/OV will augment teams, as needed, with qualified personnel experienced with contract oversight requirements. The three tiers are defined as follows:

9.2.2.1. (Added-14AF) Meets Standards: Performance and procedures in effect met or exceeded requirements and enhanced overall effectiveness.

9.2.2.2. (Added-14AF) Meets Standards with Comments (W/C): Performance and/or operations met mission requirements. Procedures and activities were carried out in an effective and competent manner. Major or minor deficiencies, or Areas for Improvement may have existed at the Detachment, Squadron or above; however, they did not impede or limit mission accomplishment.

9.2.2.3. (Added-14AF) Does Not Meet Standards: Deviations or omissions caused the function evaluated to be non-effective. Little compliance with appropriate directives was evident.

9.2.3. (Added-14AF) The status of all problem findings must be reported to 14 AF/OV via memorandum every 30 calendar days from the date the draft report is provided to the agency at the inspection outbrief. Continue to report the status of all problems until they are resolved and closed. The memorandum will include, at a minimum, actions being taken to correct the problem and an estimated completion date.

9.3. (Added-14AF) SET Scores. For SET inspections, Mission Effectiveness contributes 75% towards the total score, while Program Effectiveness makes up the remaining 25%. 14 AF/OV may adjust the rating formula based on the number of crews, areas inspected, and overall mission of the inspected unit. For SET inspections of contractor-operated units, the 14 AF/OV the rating formula is based on the inspected areas and overall mission of the inspected unit.

9.4. (Added-14AF) SET Review Periods. 14 AF uses existing HHQ instructions, their corresponding supplements, HHQ inspection checklists, and unit-developed scenario scripts to validate compliance with established standards. SET inspectors will review program documentation going back a minimum of one year. Where documentation is maintained for longer than one year, the SET will inspect a maximum of three years worth of documentation. Reviews by the SET include but are not limited to the following areas:

9.4.1. (Added-14AF) Program Effectiveness. Applicable group and squadron programs falling under the areas of Crew Force Management, Mission Ready Training, Operations Stan/Eval, and HIIs. Areas/sub-areas inspected will include at a minimum the following or as directed by the Team Chief. Crew Force Management: Crew Information File, DNIF program, Operations Review Panel, Operations Review Board, Checklists/TO, and Temporary Procedures. Stan/Eval: IQFs, evaluator training, evaluation scripts, and evaluation prep/conduct. Training: IQFs, UQT, RQT, instructor training, and training scripts. Group inspection and oversight programs will also be reviewed during group level visits. Additional areas inspected, as requested by Wing or Group Commanders (e.g., Weather, Spacelift Maintenance), will count toward a unit's overall rating under Program Effectiveness.

9.4.1.1. (Added-14AF) High Interest Items (HIIs): HIIs are determined by 14 AF and are effective for a specified period of time. 14 AF/OV will notify subordinate units within 30 working days of newly established HIIs. HIIs are normally based on existing requirements as outlined in policy and guidance documents. If HIIs are established less than three-months prior to a scheduled inspection and involve newly established requirements, 14 AF/OV will coordinate with the affected units to

determine whether the HIIs will be reviewed. 14 AF may develop self-inspection checklists (if acceptable checklists do not already exist) to review HIIs and distribute them to affected units. HIIs will be coordinated with ANG/XOI and AFRC/DOV to determine if they are applicable to ANG units and reserve units, respectively.

9.4.2. (Added-14AF) Mission Effectiveness. Evaluations will be administered to CMR personnel during inspections. As a goal, 20-35% of CMR personnel at active duty units (20-25% for ARC) will be evaluated. Lower percentages may be warranted in cases where other limiting factors exist.

9.4.2.1. (Added-14AF) 14 AF/OV controls all phases of development of evaluation scripts. Additionally, scripts must be handled through Trusted Agent channels at all times. Evaluation scenarios will be based on mission tasks to reflect the unit's ability to accomplish their assigned mission. Units will develop scripts as Special Evaluations. Off-the-shelf unit evaluation scripts, which meet task requirements, may be used when approved by 14 AF/OV. Units are given a minimum of 30-days notice regarding any new or changed task requirements. If required to attain 20-35% crew force percentages, 14 AF/OV may conduct some or all of the evaluations in the six months prior to the inspection visit. 14 AF/OV will coordinate these evaluations with the affected organizations. Units will provide 14 AF/OV with crew schedules IAW T-30 day message. 14 AF/OV will select crewmembers to be evaluated and maintains final approval authority on evaluatees.

9.4.2.2. (Added-14AF) 14 AF/OV evaluators, unit evaluators (OGV/DOV) or some combination of both conduct all evaluations. The SET will conduct an over-the-shoulder observation for any positions that are evaluated by unit Stan/Eval (OGV/DOV). All phases of the evaluation may be observed including evaluation preparation and conduct. Additionally, the unit will provide a 14 AF Form 6 (for each crewmember evaluated) to the SET for review/approval prior to debriefing the results to the crew. 14 AF/OV will have final authority on all errors assessed. An assessment regarding evaluator performance will be determined and will contribute to the Operations Stan/Eval Program rating.

9.4.3. (Added-14AF) Mission Operations. Mission operations will be reviewed during scenarios, observation of real world operations (on a non-interference basis), as well as a review of archival information (i.e., unit logs).

9.4.4. (Added-14AF) 14 AF/OV may review results of recent inspections (as applicable) or activities a squadron/group has been involved in to determine additional areas, if any, to be inspected. They are as follows:

9.4.4.1. (Added-14AF) TEMAP or other sources, which identify recent training, evaluation, or operations trends.

9.4.4.2. (Added-14AF) Inspector General (IG) reports and other inspection-related reports (e.g. OST).

9.4.4.3. (Added-14AF) Operational Review Panel (ORP) minutes.

9.4.4.4. (Added-14AF) Operations Review Board (ORB) minutes.

9.5. (Added-14AF) SET Inspection Results: 14 AF/OV will out-brief final inspection results to key leadership and staff. The formal report is provided to the unit prior to the team's departure. Administrative corrections may be made during coordination before the report is published. The report becomes official upon approval by the 14 AF/CC. The report will consist of the following areas:

9.5.1. (Added-14AF) An executive summary providing the purpose of the inspection, a short description of the unit's mission, overall observations of the unit, and an assessment of the unit's overall mission readiness.

9.5.2. (Added-14AF) Section I, Unit Ratings: This area includes a rating tier definition, a summary of the unit's ratings with the overall assessment, and the assessment for each area inspected. Sub-areas are not rated.

9.5.3. (Added-14AF) Section II, Assessment Findings: The unit's write-ups (excluding HIIs) are listed in this area. Findings are broken down into the following categories: Problems, Areas for Improvement, Strengths, and Commendables. Listed under each category is the category definition and write-ups, if any, for each mission/program area. Recommendations are provided as suggested courses of action for correcting Problems or Areas for Improvement.

9.5.3.1. (Added-14AF) Problems. Areas or programs not in compliance with applicable instructions or HHQ guidance. Corrective action for all problems will be reported in squadron and group/wing ORP minutes for tracking purposes. All identified problem areas will be validated with squadron or group functional areas prior to publishing the final report. Criticalities may be assigned to problems based on available checklists or the determination of the 14 AF/OV.

9.5.3.2. (Added-14AF) Areas for Improvement. Areas or programs not in conflict with any instruction or HHQ guidance but may require further consideration.

9.5.3.3. (Added-14AF) Strengths. A process or activity identified by the inspection team that enhances the quality and effectiveness of a specific program. Team members will give a short description of the inspected office/section/element/personnel, if deserving.

9.5.3.4. (Added-14AF) Commendables. Programs that should be considered for implementation by other squadrons or groups.

9.5.4. (Added-14AF) Section III, Crew Evaluations/Mission Operations: Contains a summary of each observed crew evaluation or mission operation. Lists qualification rating by crewmember position for each evaluation with a short description of the individual's performance. Observed mission operations will also be listed here.

9.5.5. (Added-14AF) Section IV, High Interest Items: Lists the HIIs' overall rating, with a short description for each sub-area inspected. Problems and Areas for Improvement will also be identified with recommendations, as applicable.

9.5.6. (Added-14AF) Section V, Additional Information: Identifies Outstanding Performers (Individuals who displayed excellence while under evaluation or observations of mission operations.), Outstanding Contributors (Individuals who displayed excellence in areas other than crew performance or mission operations), and any other pertinent information deemed necessary by 14 AF/OV.

9.5.7. (Added-14AF) 14 AF/OV distributes the report to HQ AFSPC IG/XOT, 20 AF/DOMV, NGB/IG, NGB/XO, HQ AFRC/DO, 10 AF/DOT, and associated wing/group agencies. SAV reports will only be distributed to the inspected wing/ group/squadron.

9.6. (Added-14AF) Staff Assistance Visits (SAV). 14 AF/OV may perform an SAV at the request of the wing or operations group CC. A SAV will be conducted in the same manner as a SET. SAVs do not assign

ratings or criticalities. A SAV is used by the wing/operations group to evaluate their unit's progress in achieving their stated goals. 14 AF does not consider a SAV a graded inspection.

WILLIAM L. SHELTON, Brig Gen, USAF
Director of Operations

Attachment 1**GLOSSARY OF TERMS, ABBREVIATIONS AND ACRONYMS*****Abbreviations and Acronyms***

AETC—Air Education and Training Command

BMR—Basic Mission Ready

CAW—Corrective Action Worksheet

CFETP —Career Field Education and Training Plan

CMR—Combat Mission Ready

COMSEC—Communications Security

EWO—Emergency War Order

FY—Fiscal Year

GSU—Geographically Separated Unit

HQ—Highly Qualified

IQF—Individual Qualification Folder

IQT—Initial Qualification Training

ISD—Instructional Systems Development

IT—Individual Training

JPR—Job Performance Requirements

KT —Knowledge Tests

METER—Missile Emergency War Order (EWO) Training and Evaluation Requirements

MPT—Missile Procedures Trainer

NAF —Numbered Air Force

OPSEC —Operations Security

OSS—Operations Support Squadron

OGV—Group Standardization and Evaluation Office

PCS —Permanent Change of Station

POI—Plan of Instruction

Q —Qualified

QT—Qualification Training

RQT—Requalification Training

RT—Recurring Training

SME—Subject Matter Expert

SOPG —Space Operations Group

ST—Supplemental Training

STP—System Training Plan

TEPS—Training and Evaluation Performance Standards

T.O.—Technical Order

TPT —Training Planning Team

UQ —Unqualified

UQT—Unit Qualification Training

Terms

- | **Annual Plan of Instruction/Annual Training and Evaluation Plan**—A guide to the minimum recurring training conducted for the entire crew force (by crew duty position) during a 12-month period.
- | **Chief of Training**—Refers to Commander of Operations Support Squadron, or Unit Chief of Training. NAF and/or wings will determine association and application of this term for their respective units.
- | **Currency**—A measure of how frequently and/or recently a task is completed. Currency requirements (TEPS) ensure the average crew member maintains a minimum level of proficiency in a given event. To maintain currency a crew member must receive RT and be trained on all proficiency and knowledge level tasks/subtasks annually.
- | **Deficiency**—Inability of a trainee to meet the standard associated with the objective or subobjective.
- | **Evaluator Certification**—The process by which individuals become trained and certified to evaluate an operational crew duty position.
- | **Evaluator Decertification**—The status of an evaluator when his or her evaluator certification is withdrawn. Decertified evaluators may not perform evaluator duties.
- | **Evaluator Recertification**—The process by which evaluators regain their evaluator certification. After recertification, a recertified evaluator may once again perform evaluator duties.
- | **Evaluator Restriction**—The status of an evaluator who may not perform evaluator duties but is not decertified as an evaluator. Once the restricted status is removed the individual may once again perform evaluator duties.
- | **Initial Qualification Training (IQT)**—Formal courses conducted by AETC as listed in AFCAT36-2223, *USAF Formal Schools*. These courses provide system specific and positional specific training as a prerequisite to unit qualification training.
- | **Instructor Certification**—The process by which individuals become trained and certified to instruct an operational crew duty position.
- | **Instructor Decertification**—The status of an instructor when his or her instructor certification is withdrawn. Decertified instructors may not perform instructor duties.
- | **Instructor Recertification**—The process by which instructors regain their instructor certification. After recertification, the instructor may once again perform instructor duties.

- | **Instructor Restriction**—The status of an instructor who may not perform instructor duties but is not decertified as an instructor. Once the restricted status is removed the individual may once again perform instructor duties
- | **Like Systems**—Multiple systems with similar JPRs and equipment used to perform operations.
- | **Maximum Training Time**—The number of days in which a trainee must complete qualification training. The date is computed by extending the original established training time by 50 percent.
- | **Multiple Input**—When presentation of unrelated stimuli/tasks requires determining priorities and overlapping actions by the trainee or evaluatee. The presentation may be simultaneous or staggered.
- | **Plan of Instruction (POI)**—A training guide outlining how the training program is applied and administered. It specifies what is taught or covered during each day of training for a crew position as well as the normal training time required for UQT completion.
- | **Proficiency**—Demonstrated ability to perform a task to the Training and Evaluation Performance Standard.
- | **Related Tasks**—Events attributed to the same root cause, and occurring simultaneously where one task logically leads to another.
- | **Sim Switch**—A support function comprised of personnel with mission or system expertise, who interact in a realistic manner with trainees or evaluatees during a performance test. Sim Switch is used to simulate internal and external agencies, and pass and receive event responses, as required.
- | **Subject Matter Expert (SME)**—A person who has thorough knowledge of the material being analyzed. He or she acts as an advisor and critic concerning subject matter during the production and validation of training and evaluation material. An SME will be qualified in the respective position or another closely related position, or for newly established units, appropriate training such as contractor-provided Type 1 training must be accomplished.
- | **Space Operations**—The mission area encompassing ICBM operations, space surveillance, missile warning, satellite operations, and spacelift.
- | **Standardization**—Interrelated efforts conducted at the MAJCOM, NAF, Wing, Group, and unit levels to develop, adopt, use, and maintain policy, procedures, or equipment that are similar in philosophy and/or specifics where possible. The central goal is to streamline training, evaluating and operating procedures to maximize mission effectiveness.
- | **Trainee**—An individual who is not certified IAW AFSPCI10-1202.
- | **Weapon System**—A combination of one or more weapons with all related equipment, materials, services, personnel, training, and means of delivery and deployment (if applicable) required for self-sufficiency. For the purpose of this directive, a weapon system is that portion of the system that conducts the mission. AFSPC missions include Force Application, Space Forces Support, and Space Control.

Attachment 1 (14AF)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AFR—Area for Review

APOE—Annual Plan of Evaluation

DNIF—Duties Not Including Flying

EODET—Early Orbit Determination

HII—High Interest Item

IOA—Initial Operational Assessment

IOC—Initial Operational Capability

IPOI—Initial Plan of Instruction

L&PI—Launch and Predicted Impact

MFR—Memos for Record

MWC—Missile Warning Center

OPSCAP—Operational capability

PA—Public Address

SET—Standardization Evaluation Team

SOI—Space Object Identification

TEMAP—Training Evaluation Metrics Analysis Program

Terms

Annual Plan of Evaluation (APOE)—A guide to the minimum recurring evaluations conducted for the entire crew force (by duty position) during a 12-month period.

Area for Review (AFR)—An identified deficiency in a task/subtask that exceeds a predetermined rate based on the number of exposures during the reporting period.

Chief of Standardization and Evaluation—Refers to the chief of Operations Group Stan/Eval or Unit Chief of Stan/Eval. NAF and/or wings will determine association and application of their term for their respective units.

Command and Control Agency—A medium through which a properly designated CC exercises “authority and direction over assigned forces in the accomplishment of the mission.” The term “agency” is not limited to Space AOC, wing operations centers and command posts, but includes any organization or individual(s) within the Air Force Space Command chain of reporting.

Course of Action (COA)—Corrective action taken to resolve a TEMAP AFR or Trend.

Dual-position Certified—Term used to denote an individual who is CMR in more than one duty position and the tasks are either identical for both positions, or when one position’s tasks are a complete subset of

the other duty position.

Evaluation Augmentees—Personnel who support an evaluation as a member of the crew but are not under formal evaluation. Evaluation Augmentees provide information and assistance to evaluatees at the level normally expected during real-world day-to-day operations.

Multi-position Certified—Term used to denote an individual who is CMR in more than one duty position and the tasks for one position are not a subset of another duty position.

No-notice Evaluations—Evaluations conducted at least 1 month prior to the delinquency date. Only two types of evaluations may be deemed No-notice: Recurring evaluations or Special evaluations that don't establish a delinquency date and are not related to a previous evaluation.

Normal Crew Support—Providing information and assistance at the level one expects during real-world day-to-day operations.

Operational Deficiencies—Documented personnel or "procedural" deviations during performance tests/real-world operations, and/or frequently missed test questions.

Outstanding Contributor—Individuals who displayed excellence in areas other than crew performance or mission operations.

Outstanding Performer—Individuals who displayed excellence while under evaluation or observation of mission operations.

Scenario Support Personnel—Individuals who support an evaluation, but are not evaluators or evaluation augmentees. Scenario Support Personnel may have a copy (or a subset) of the script and respond to evaluation inputs. They provide external agency inputs as scripted in the scenario.

Script Exposure—Persons are "exposed" to a script when they review a script for technical accuracy or participate in a performance test as an evaluator, evaluatee, evaluation augmentee, or support personnel.

Trend—A Trend is any deficiency identified across two or more units (group level), or an AFR that is identified a second time during a one-year period (group/squadron level).

Attachment 2 (Added-14AF)**INSTRUCTIONS FOR COMPLETING THE 14 AF FORM 14, TRAINING REPORT (TR)
(ADDED)**

Purpose: Use to document performance scenarios given as part of Unit Qualification Training (UQT), Recurring Training (RT), Individual Training (IT), Upgrade Training and Supplemental Training (ST).

Note: Use the following guidance to complete the TR. The 14 AF Form 14 is available electronically at <http://vepdl.vandenberg.af.mil>. All dates entered electronically are required to be in the “YYYYMM-MDD” format. Dates that are written in may be in the DD MMM YY format if desired.

A2.1. (Added-14AF) Block 1: Unit. Document unit student is assigned to.

A2.2. (Added-14AF) Block 2: Date. Document date of training scenario.

A2.3. (Added-14AF) Block 3: Student. (Name, Rank and Crew Position). Units may add the system in which the student is training in before annotating their crew position. Example: “SSgt Cybil M. Thompson, GPS SSO”.

A2.4. (Added-14AF) Block 4: Instructor. (Name, Rank and Position instructing). Units may add the system in which the instructor is certified to train in before annotating their crew position.

A2.5. (Added-14AF) Block 5: Training Type. Put an “X” in the appropriate block.

A2.6. (Added-14AF) Block 6: System. Put an “X” in either Real World or Off-Line to annotate which system the training was conducted on. If conducted as a multiphase training scenario, each phase will have a separate TR completed. If training is conducted on both systems as part of the same scenario, units may place an “X” in both blocks.

A2.7. (Added-14AF) Block 7: Overall Rating. Put an “X” to annotate the overall rating being given for the scenario.

A2.8. (Added-14AF) Block 8: Training Script. Document the title, version, and date of approval of the script used.

A2.9. (Added-14AF) Block 9: Support Crew. (Optional entry) Document the names (Rank, Name, Position) of any additional crewmembers that supported the training scenario.

A2.10. (Added-14AF) Block 10: Tasks Covered. (Mandatory entry) Enter all task/subtasks trained for IT. (Optional entry) For all other types of training, enter all tasks/subtasks covered during the training scenario, including tasks/subtasks that were not scripted but were accomplished by the instructor.

A2.11. (Added-14AF) Block 11: Proficiency Rating Guide. This guide will be used to approximate the performance of the student during the training scenario. Proficiency Rating. Put an “X” in one block (1-5) in each of the categories (Crew Coordination, Checklist Discipline, Prioritization, Status Monitoring, Sys-

tem Knowledge, and Situational Awareness) to annotate the proficiency displayed by the student during the training scenario.

A2.12. (Added-14AF) Block 12: Instructor Comments. Instructors are expected to make constructive comments about the student's performance. Ideally, comments should include both the strengths and weaknesses of the student. Additionally, the instructor may recommend either Self-Study or IT by placing an "X" in the applicable block. Annotate in written comments for which deficiency codes Self-Study and/or IT is being recommended. No follow-up actions are required as a result of a Self-Study recommendation. Note: Instructor comments are mandatory for all Training Reports with an overall rating of "UNSAT".

A2.13. (Added-14AF) Block 13: Student. Signature block.

A2.14. (Added-14AF) Block 14: Instructor. Signature block.

A2.15. (Added-14AF) Section II – Corrective Actions. This block will only be used if corrective actions are being directed. The Squadron/Detachment CC or Operations Officer/Detachment Chief will initial and date the appropriate block to direct IT. Additionally, the Squadron/ Detachment CC or Operations Officer/Detachment Chief may place the student on Restricted Status and/or direct a Special Evaluation be given as appropriate. Note: IAW AFSPCI 36-2202 paragraph **3.4.2.**, if the student does not successfully complete the scenario, or is placed in Restricted Status, IT is mandatory.

A2.16. (Added-14AF) Block 15: Comments. This block is intended for Squadron/Detachment CC, Operations Officer/Detachment Chief use. Use when directing IT, Restricted Status and/or a Special Evaluation. Additionally, document any comments the CC, Operations Officer/ Detachment Chief may feel appropriate.

A2.17. (Added-14AF) Coordination. Coordination is required on all 14 AF Forms 14. Minimum coordination required in the event no corrective actions are directed (or self-study only) is Chief of Training, and the student's supervisor. The NCOIC of Training or the senior instructor for the applicable weapon system may coordinate if the Chief of Training is unavailable. If the individual's supervisor is unavailable (leaves, TDYs, deployment, etc.) the Flight/Crew Commander may coordinate, as the unit deems appropriate. Supervisor signatures are only required for Operations Officers/Detachment Chiefs and below. If IT, Restricted Status or a Special Evaluation is directed, all coordination will be completed.

A2.18. (Added-14AF) Section III – Deficiencies. This section is used to document training deficiencies noted and attributed to the student. There are four areas to complete.

A2.18.1. (Added-14AF) JPR: Document the appropriate JPR for the deficiency committed.

A2.18.2. (Added-14AF) C/L: Document the Checklist number (give the step if applicable) the deficiency is being assessed against.

A2.18.3. (Added-14AF) Description of Event: Give a concise description of how the deficiency occurred.

A2.18.4. (Added-14AF) Document the Deficiency Code attributed to the deficiency.

A2.19. (Added-14AF) Block 16: Student Comments. Students may make comments regarding any part of the training scenario in this block.

A2.20. (Added-14AF) Deficiency Codes. A description of each deficiency code is given in this area for reference by the instructor.

Attachment 3 (Added-14AF)**INSTRUCTIONS FOR COMPLETING THE 14 AF FORM 6, CORRECTIVE ACTION WORKSHEET (CAW) (ADDED)**

Purpose: Use to document crew member evaluation performance scenarios, including Initial, Upgrade, Recurring and Special evaluations.

Note: Use the following guidance to complete the CAW. The 14 AF Form 6 is available electronically at <http://vepdl.vandenberg.af.mil>. All dates entered electronically are required to be in the “YYYYMM-MDD” format. Dates that are written in may be in the DD MMM YY format if desired.

A3.1. (Added-14AF) Block 1: Unit: Document the Unit the Evaluatee is assigned to.

A3.2. (Added-14AF) Block 2: Evaluatee. (Name, Rank and Crew position). Units may add the system in which the evaluatee is being certified in before annotating their crew position. Example: “SSgt Cybil M. Thompson, GPS SSO”.

A3.3. (Added-14AF) Block 3: Evaluator. (Name, Rank and Position Evaluating) Units may add the system in which the evaluator is certified in before annotating their crew position.

A3.4. (Added-14AF) Block 4: Evaluation Type. Put an “X” in the appropriate block. If checking the Special block, give the reason for the evaluation in the "Evaluator Comments" block. For BMR one-time observations check the “Observation” block.

A3.5. (Added-14AF) Block 5: System. Check either Real World or Off-Line to annotate which system the evaluation was conducted on. If the evaluation is a multiphase evaluation each phase must be documented on a separate CAW. If the evaluation is conducted on both systems as part of the same scenario units may place an “X” in both blocks.

A3.6. (Added-14AF) Block 6: Rating. Highly Qualified (HQ), Qualified (Q) and Unqualified (UQ).

A3.7. (Added-14AF) Block 7: Evaluation Date. Document the date of the evaluation. Use Phase I block for a single phase evaluation. If you’re documenting Phase II of a multiphase evaluation document the date Phase I was given. The delinquency date will be established from the date of final phase of the evaluation. If you’re documenting Phase I of a multiphase evaluation leave the delinquency date blank. If no new delinquency date will be established as a result of the evaluation, fill in the most current delinquency date for the evaluatee. For BMR observations enter "N/A" in the “Delinquency Date” block. Additionally, put an “X” in the “No Notice” block if the evaluation met the requirements for one.

A3.8. (Added-14AF) Block 8: Evaluation Script. Document the title, version and date of approval of the script used.

A3.9. (Added-14AF) Block 9: Tasks Covered. Enter all tasks/subtasks covered during the evaluation, including tasks/subtasks that were not scripted but were accomplished by the evaluatee.

A3.10. (Added-14AF) Block 10: Evaluator Comments. If a Special evaluation was given, state reason why. Evaluators are expected to make constructive comments about the evaluatee's performance. Ideally, comments should include both the strengths and weaknesses of the evaluatee. Recommend IT and/or Restricted Status for major errors, or other deviations in which the evaluatee had difficulty, by placing an "X" in the appropriate box. Annotate in written comments for which deficiency codes IT is being recommended. Note: Evaluator comments are mandatory for all evaluations rated as "Unqualified".

A3.11. (Added-14AF) Block 11: Evaluatee signature block.

A3.12. (Added-14AF) Block 12: Evaluator signature block.

A3.13. (Added-14AF) Section II – Corrective Actions. This block will only be used if corrective actions are being directed. The Squadron/Detachment CC, Operations Officer/Detachment Chief will initial and date the appropriate block to direct IT. Additionally, the Squadron/Detachment CC, Operations Officer/Detachment Chief may place the evaluatee on Restricted Status and/or direct a Special Evaluation be given as appropriate.

A3.14. (Added-14AF) Block 13: Comments. This block is intended for Squadron/Detachment CC, Operations Officer/Detachment Chief use. Use when directing IT, Restricted Status and/or a Special Evaluation. Additionally, document any comments the Squadron/Detachment CC or Operations Officer/Detachment Chief may feel appropriate.

A3.15. (Added-14AF) Coordination. Coordination is required on all 14 AF Forms 6. Use the coordination blocks, at the bottom of the form, to have the appropriate individuals coordinate. The NCOIC of Stan/Eval or the senior evaluator for the applicable weapon system may coordinate if the Chief of Stan/Eval is unavailable. Notify training section for coordination of deficiencies within 3 days of the evaluation. The NCOIC of Training, or the senior instructor for the applicable weapon system may coordinate if the Chief of Training is unavailable. If the individual's supervisor is unavailable (leaves, TDYs, deployment, etc.) the Flight/Crew Commander may coordinate, as the unit deems appropriate. The Squadron/Detachment CC or Operations Officer/Detachment Chief for the system where the evaluation was administered will always coordinate on the Form 6.

A3.16. (Added-14AF) Section III – Deviations. There are four areas to complete under deviations.

A3.16.1. (Added-14AF) JPR: Document the appropriate JPR for the deviation committed.

A3.16.2. (Added-14AF) C/L: Document the Checklist number (give the step if applicable) the deviation is being assessed against

A3.16.3. (Added-14AF) Description of Event: Document the criticality of the deviation first (in all CAPS). Following the criticality give a concise description of how the deviation occurred.

A3.16.4. (Added-14AF) DC: Document the Deficiency Code attributed to the deviation.

A3.17. (Added-14AF) Deficiency Codes. A description of each deficiency code is given in this area for reference by the evaluator.

Attachment 4 (Added-14AF)

TEMAP REPORT (EXAMPLE)

MEMORANDUM FOR 14 AF/OV

FROM: 21 OG/CC or OG/CD

775 Loring Ave, Ste 233

Peterson AFB, CO 80914-1296

SUBJECT: TEMAP Report for 1st Quarter 03

1. Based on the OG performance results for the quarter, units have two Areas for Review (AFRs), and one Trend. The OG has one Trend due to similar errors occurring at two units and one unit Trend. Additionally there was one real-world deficiency. We have analyzed stimuli and responses for each AFR and Trends, and concur with unit assessments and corrective actions. HHQ assistance is not required.

2. If you have any questions, please contact my TEMAP POC, MSgt Joe David, 21 OG/OGV, at DSN 999-9999.

MICHAEL E. MICHAEL, Colonel, USAF
Commander

Attachment:

21 OG 1st Qtr 2003 TEMAP Report

cc:

Squadron CCs

A4.1. (Added-14AF) Additional Instructions for completion of Memorandum for 14AF/OV.

A4.1.1. (Added-14AF) Use the following guidance for completing a TEMAP report to 14 AF/OV. Groups may direct different format for squadron to group reports. The report is broken into four sec-

tions: Section I is the Group CC or Deputy Group Commander memorandum, Section II is the AFR table, Section III is the Trend table and Section IV is the real-world deficiencies table.

A4.2. (Added-14AF) Sections II, III and IV.

A4.2.1. (Added-14AF) Unit - (self-explanatory).

A4.2.2. (Added-14AF) Task - identify the task/subtask as needed

A4.2.3. (Added-14AF) Name - name of task/subtask.

A4.2.4. (Added-14AF) DEFIC CODE. Deficiency Codes are designators used to distinguish an AFR, Trend or real-world deficiency by its cause (see AFSPCI 36-2202, Chapter 2). List all applicable codes for deficiencies with multiple causes.

A4.2.5. (Added-14AF) COA. - Identify the error and COA. Identify if action applies to crew committing error, or entire crew force. Provide a rationale in the COA block when the group or squadron determines a Trend does not require a COA beyond IT.

Table A4.1. (Added-14AF) Section II: Area for Review - Example

UNIT	TASK	NAME	DEFIC CODE	COA
7 SWS	D02A	Perform Launch Activity	DC02	Error: Crews failed to correctly process event. COA: Crews received IT.
2 SWS	C01A	Perform Site Report Actions	DC02	Error: Crews incorrectly performed site reporting. COA: Crews received IT.

Table A4.2. (Added-14AF) Section III: Trends - Example

UNIT	TASK	NAME	DEFIC CODE	COA
10 SWS	B10	Perform Severe Clutter Procedures	DC01	Error: Crews failed to correctly process severe clutter checklist steps in correct order. COA: Unit CCs have directed ST for all crewmembers.
18 SPSS	C01C	Perform U/I Site Report Actions	DC01	Error: Crews incorrectly performed site reporting over two quarters . COA: Revise training materials and stress subtask during RT.

Table A4.3. (Added-14AF) Section IV: Real-World Deficiency - Example

UNIT	SUBTASK	NAME	DEFIC CODE	COA
7 SWS	C05D	Perform Analyst ELSET Procedures	DC07	Error: Member failed to build a keyed chaser STF for a Cat 1 object that dropped track prior to obtaining minimum required observations. COA: IT and Special eval directed.

Attachment 5 (Added-14AF)**SCRIPT FORMAT (ADDED)**

A5.1. (Added-14AF) This guidance applies to both training and evaluation scripts. All of the following items are required; however, actual format may vary.

A5.1.1. (Added-14AF) Task Number. Document the area, task, and subtask, as applicable.

A5.1.2. (Added-14AF) Event Time. Enter the actual scenario time for each event.

A5.1.3. (Added-14AF) Event Description. Enter the task description from the JPRL. Include crew position check boxes. List each duty position responsible for performing tasks/subtasks related to each stimulus. Check off each crew position when the applicable degree of proficiency has been observed.

A5.1.4. (Added-14AF) Initiation/Response Agency. Identify person(s) associated with specific actions, including evaluatees, evaluators, sim-switch, and evaluation augmentees.

A5.1.5. (Added-14AF) Actions. Include Training and Evaluation Performance Standards (TEPS) levels, timing standards associated with a Level A TEPS (if the timing standard is not applicable, label as “Level A (timing standard does not apply)”), checklist number, and expected evaluatee actions. Identify the beginning and end of multiple inputs with the appropriate phrase; (e.g., “**Begin Multiple Input**” or “**End Multiple Input**”).

A5.2. (Added-14AF) Scripts may be printed on a portrait or landscape format.

Table A5.1. (Added-14AF) Controlled Evaluation Material

SCENARIO WORKSHEET	TITLE CMDR UPGRADE B	DATE 6 Nov 03	UNIT 6 SWS	Page 3 of 12
TASK NO.	EVENT TIME	EVENT DESCRIPTION	INITIATION RESPONSE AGENCY	ACTIONS
B01B	15:32:00	Submit EMI Report __ CMDR __ CCH	CMDR	Level C Call WOC and pass pertinent information via secure means.
A03A	15:40:00	Respond to Accident/Injury/ Illness (Unconscious crewmember) __ CMDR __ CCH __ SCO	Sim switch CMDR Evaluator	Calls CMDR: "Sir, this is the on-coming SCO. I am outside the ops facility. Your CMDR relief just collapsed outside of the building. He's unconscious." Level A (Within 10 minutes of receipt of indications): C/L 3-1 __ Reference Accident/ Injury checklist __ Obtain information __ Direct first aid application __ Request assistance __ Direct safing operations START _____ STOP _____ TIME _____

SCENARIO WORKSHEET	TITLE CMDR UPGRADE B	DATE 6 Nov 03	UNIT 6 SWS	Page 3 of 12
A03B	15:51:00	<p>Respond to Severe Weather/ Natural Disaster Notifications (Thunderstorm)</p> <p>___ CMDR ___ CCH ___ SCO</p>	<p>MMCO sim</p> <p>CCH</p>	<p>Calls CCH and states: “Base Weather just called with the following advisory...A severe thunderstorm warning has been issued. Lightning, hail and strong winds gusting to 50 knots are possible.”</p> <p>Level A (Within 10 minutes of receipt of indications):</p> <p>___ Reference Severe Weather checklist ___ Make notifications ___ Direct/coordinate equipment configurations</p>
E01	16:02:00	<p>Respond to Fire/ Overheat Indications (Equipment overheat)</p> <p>___ CMDR ___ CCH ___ SCO</p>	<p>Evaluator</p> <p>CCH</p>	<p>**Begin Multiple Input**</p> <p>NOTE: Once CCH has completed equipment configurations, provide input card A.</p> <p>CARD INPUT to CCH: “You smell smoke coming from the panel to which the evaluator is pointing.”</p> <p>Level A (Within 2 minutes of initial indications):</p> <p>___ Direct/Electrically isolate affected equipment ___ Make notifications</p>